



Safeguarding Sub (Community & Children's Services) Committee

Date: MONDAY, 11 OCTOBER 2021
Time: 10.00 am
Venue: COMMITTEE ROOMS AND ACCESSIBLE REMOTELY

Members: Ruby Sayed (Chairman)
Randall Anderson (Deputy Chairman)
Mary Durcan
Helen Fentimen
Marianne Fredericks
Susan Pearson
Deputy Elizabeth Rogula
1 x Vacancy

Enquiries: Julie Mayer
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Please note that this meeting will be live streamed to:
<https://youtu.be/OuHF0pSjMo>

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting held on 7th June 2021.

For Decision
(Pages 7 - 12)

4. **ANNUAL SURVEY PRESENTATION**

A presentation from Action for Children.

For Information

5. **ACTION FOR CHILDREN SURVEY REPORT**

Report of the Director of Community and Children's Services.
Please note a non-public appendix at agenda item 21.

For Information
(Pages 13 - 16)

6. **CORPORATE PARENTING ANNUAL REPORT 2019/20 AND CORPORATE PARENTING STRATEGY UPDATE**

Report of the Director of Community and Children's Services.
Please note a non-public appendix at agenda item 22.

For Information
(Pages 17 - 34)

7. **CITY OF LONDON PREVENT POLICY AND CHANNEL GUIDANCE/INTERNAL FURTHER EDUCATION PREVENT GUIDANCE**

Report of the Director of Community and Children's Services.

For Information
(Pages 35 - 66)

8. **ADULT SKILLS EDUCATION AND APPRENTICESHIP SERVICE**

Report of the Director of Community and Children's Services.

For Information
(Pages 67 - 92)

9. **ADULT SAFEGUARDING PERFORMANCE REPORT, Q1 2021/22**

Report of the Director of Community and Children's Services.
Please note a non-public appendix at Agenda Item 23,

For Information
(Pages 93 - 96)

10. **ADULT SAFEGUARDING PERFORMANCE REPORT, Q4 2020/21**
Report of the Director of Community and Children's Services.
Please note 2 non-public appendices at agenda item 24.
For Information
(Pages 97 - 100)
11. **CHILDREN AND FAMILIES SERVICE PERFORMANCE - MONTH 3 2021/22 (JUNE 2021)**
Report of the Director of Community and Children's Services.
Please note 2 non-public appendices at agenda item 25.
For Information
(Pages 101 - 104)
12. **CITY AND HACKNEY SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2019/20**
Report of the Independent Chair of the City and Hackney Safeguarding Adults Board.
For Information
(Pages 105 - 166)
13. **CITY OF LONDON SELF EVALUATION FRAMEWORK**
Report of the Director of Community and Children's Services.
Please note a non-public appendix at agenda item 26.
For Information
(Pages 167 - 170)
14. **THE INDEPENDENT REVIEWING OFFICERS' (IRO) ANNUAL REPORT**
Report of the Director of Community and Children's Services.
Please note a non-public appendix at agenda item 27.
For Information
(Pages 171 - 174)
15. **LOCAL AUTHORITIES DESIGNATED OFFICER (LADO) ANNUAL REPORT**
Report of the Director of Community and Children's Services.
Please note a non-public appendix at agenda item 28.
For Information
(Pages 175 - 188)
16. **UPDATE TO THE CHILDREN'S SUFFICIENCY AND COMMISSIONING STRATEGY 2021-2023.**
Report of the Director of Community and Children's Services.
For Information
(Pages 189 - 230)
17. **QUESTIONS OF MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
18. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

19. **EXCLUSION OF THE PUBLIC**
MOTION, that – under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

20. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the previous meeting held on 7th June 2021.
For Decision
(Pages 231 - 232)
21. **ACTION FOR CHILDREN SURVEY - APPENDIX**
For Information
(Pages 233 - 310)
22. **CORPORATE PARENTING ANNUAL REPORT 2019/20 AND CORPORATE PARENTING STRATEGY UPDATE - APPENDIX**
For Information
(Pages 311 - 320)
23. **Q1 PERFORMANCE - APPENDIX**
For Decision
(Pages 321 - 334)
24. **Q4 PERFORMANCE - APPENDICES**
For Information
(Pages 335 - 370)
25. **CHILDREN AND FAMILIES SERVICE PERFORMANCE - MONTH 3 2021/22 (JUNE 2021) - APPENDICES**
For Information
(Pages 371 - 388)
26. **CITY OF LONDON SELF EVALUATION FRAMEWORK - APPENDIX**
For Information
(Pages 389 - 420)
27. **THE INDEPENDENT REVIEWING OFFICERS' (IRO) ANNUAL REPORT - APPENDIX**
For Information
(Pages 421 - 450)
28. **LOCAL AUTHORITIES DESIGNATED OFFICER (LADO) ANNUAL REPORT - APPENDIX**
For Information
(Pages 451 - 454)

29. **LOOKED AFTER CHILDREN (LAC) HEALTH ANNUAL REPORT**
Report of the designated LAC Doctor and Nurse.
For Information
(Pages 455 - 470)
30. **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) - UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 471 - 508)
31. **VIRTUAL SCHOOL FOR LOOKED-AFTER CHILDREN: ANNUAL REPORT FOR ACADEMIC YEAR 2020-2021**
Report of the Director of Community and Children's Services.
For Information
(Pages 509 - 518)
32. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
33. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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SAFEGUARDING SUB (COMMUNITY & CHILDREN'S SERVICES) COMMITTEE

Monday, 7 June 2021

Minutes of the meeting of the Safeguarding Sub (Community & Children's Services)
Committee held virtually on Monday, 7 June 2021 at 2.30 pm

Present

Members:

Ruby Sayed (Chairman)	Marianne Fredericks
Randall Anderson (Deputy Chairman)	Susan Pearson
Mary Durcan	Deputy Elizabeth Rogula
Helen Fentimen	

In Attendance

Officers:

Chloe Rew	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Bukola Soyombo	- Chamberlain's Department
Sharon Cushnie	- Community & Children's Services
Pat Dixon	- Community & Children's Services
Kirstie Hilton	- Community & Children's Services
Scott Myers	- Community & Children's Services
Glory Nyero	- Community & Children's Services
Chris Pelham	- Community & Children's Services
Teresa Shortland	- Community & Children's Services
Ellie Ward	- Community & Children's Services

1. APOLOGIES

Deputy Elizabeth Rogula called on Marianne Fredericks as the most senior Common Councillor to take the chair ahead of the election of a Chairman.

There were no apologies.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. TERMS OF REFERENCE

The Terms of Reference of the Safeguarding Sub-Committee were received, noting that the composition should be amended to reflect that membership would be sought from the wider Court of Common Council as there was one vacancy on the sub-committee.

4. **ELECTION OF A CHAIRMAN**

Members elected a Chairman in accordance with Standing Order 29.

RESOLVED, that – being the only Member willing to serve, Ruby Sayed be elected Chairman for the ensuing year.

5. **ELECTION OF A DEPUTY CHAIRMAN**

Members elected a Deputy Chairman in accordance with Standing Order 30.

RESOLVED, that – being the only Member willing to serve, Randall Anderson be elected Deputy Chairman for the ensuing year.

6. **MINUTES**

RESOLVED, that – the public minutes and non-public summary of the previous meeting held on 8 February 2021 be agreed as a correct record.

7. **OUTSTANDING ACTIONS**

Members received the sub-committee's list of outstanding actions, noting that both actions had been completed.

8. **GLOSSARIES**

The glossaries were read in conjunction with the various reports.

9. **MISSING FROM HOME, CARE AND EDUCATION REVIEW**

Members received a report of the Director of Community & Children's Services in respect of the Missing from Home, Care and Education Strategy Review. Members were informed that the strategy is reviewed annually. In the past year, the vulnerable children list was added to the strategy during the first COVID lockdown, and the number of elected home-educated children had increased. There were no children from home who went missing and there were 7 Children in Care who had a period of mission (which was less than the previous year).

RESOLVED, that – the report be received and its contents noted.

10. **SHORT BREAKS STRATEGY**

Members received a report of the Director of Community & Children's Services in respect of the Short Breaks Strategy. At the height of the Covid crisis, the City was quick to adapt the strategy to allow parents to have more autonomy in how short break allocations were used.

In response to whether the City proactively offered short breaks to families, Members were informed that families had the option to initiate access to short breaks, and that families in early help programmes were offered short breaks based on needs assessments.

With respect to use of funds, in the past year, due to the pandemic, short breaks money had been used for electronics, books, toys and other outdoor equipment.

RESOLVED, that – the report be received and its contents noted.

11. CORPORATE SAFEGUARDING POLICY

Members received a report of the Director of Community & Children's Services in respect of the Corporate Safeguarding Policy and its annual update. There was one change to the policy to include modern slavery and self-neglect as a type of abuse, and the wording was taken from the Care Act 2014 Guidance. The policy would next be reviewed in June 2022.

RESOLVED, that – the report be received and its contents noted.

12. QUALITY ASSURANCE FRAMEWORK - REVISED AND UPDATED

Members received a report of the Director of Community & Children's Services in respect of the revised and updated Quality Assurance Framework. Members were informed that the auditing process had changed in that auditing forms were outcome focused rather than procedure focused, and the auditing cycle was adjusted. Members were informed that an audit had recently been completed and initial findings were very positive in terms of outcomes and learning. An update on the findings will come back to Members.

RESOLVED, that – the report be received and its contents noted.

13. SERVICE DEVELOPMENT PLAN, CHILDREN'S SOCIAL CARE AND EARLY HELP

Members received a report of the Director of Community & Children's Services in respect of the Service Development Plan for Children's Social Care and Early Help.

Members were informed that most Ofsted actions were completed, with one outstanding which had been impacted by the Target Operating Model (TOM). This action will hopefully be completed within the next month, subject to the TOM timeline.

In response to Members' concerns regarding Covid transmission in schools, it was noted that Covid numbers in City schools had been contained and testing in schools went well. There were discussions regarding vaccinating school-age children from age 12, but this had not been confirmed.

In response to Members' concerns regarding mental health issues for young people, the City worked in partnership with Hackney to address mental health in schools. The East London NHS Trust had just launched a mental health in schools steering group which would develop a mental health in schools offer, and officers from the City are involved in this.

RESOLVED, that – the report be received and its contents noted.

14. SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) UPDATE

Members received a report of the Director of Community & Children's Services in respect of the Special Educational Needs and Disability (SEND) update. Strategy priorities were highlighted, including resuming school psychologist

visits and assessing needs and progress of SEND children. The parent-carer forum had been reviewed and refreshed. With respect to the focus on transition to adulthood, a Task-and-Finish Group was established which included wide representation of colleagues across adult and children social care, education colleagues, Culture Mile, employment and apprentices to set up strands of work for SEND young people. The taskforce's first meeting was scheduled for the following week.

RESOLVED, that – the report be received and its contents noted.

15. **QUESTIONS OF MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

16. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

17. **EXCLUSION OF THE PUBLIC**

RESOLVED, that – under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

18. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the previous meeting held on 8 February 2021 be agreed as a correct record.

19. **CHILDREN AND FAMILIES SERVICE PERFORMANCE - MONTH 12 2020/21 (MARCH 2021)**

Members received a report of the Director of Community & Children's Services.

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting ended at 3.17 pm

Chairman

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Committee:	Dated:
Safeguarding Sub-Committee	11/10/2021
Subject: Action for Children Survey Report	Public Non public appendix
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcome 1
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Pat Dixon, Safeguarding and Quality Assurance Service Manager	

Summary

In July 2021, Action for Children carried out the sixth annual service user survey among children, young people and their families, supported by the City of London's Children's Social Care team. The categories included Early Help, Children in Need, looked-after children, and care leavers. As in previous years, participation was high, with an overall response rate of 65%. Generally, most people welcomed being contacted and consulted, commenting positively on the process. The majority of the feedback contained within the survey was positive, in regard to the young people's relationships with their social worker and the support they received.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. This is the sixth year that Action for Children have carried out an annual survey with children and families who are open to the Children's Social Care team. The methodology for obtaining feedback for the survey has been through telephone contact, and this has proved to be the most effective method of obtaining information. The survey covers specific areas and all the contributors felt able to speak freely as Action for Children advised they were independent from City of

London. All the information obtained is anonymised, so children, young people and their families are able to speak freely about the service they have received from the City of London. As in previous years, the report is designed to let young people and their families speak for themselves, so interviews were transcribed verbatim and reflected in the quotes attached to the statistical information.

Current Position

2. Action for Children found that the comments made by looked-after children and care leavers were mainly positive: the children and young people valued the support they received from their social workers, identifying them as a trusted person who they would turn to if they had problems. Early Help services also received positive feedback: children and families felt listened too, and felt included in plans to support the family. Early Help has consistently received positive feedback in the surveys completed over the past six years.
3. In relation to Children in Need and child protection, feedback has (for the most part) been positive. However, for some families in this category, it can be difficult to have social work intervention, due to the reasons for such involvement. Therefore, to receive positive feedback demonstrates the strengths within the Children's Social Care team in engaging with children and families in this area.

Conclusion

4. Engagement in the annual survey has been good, however, Action for Children have identified that the timing of the survey is important, as many young people did not engage until they had broken up from college. Staff within the Children's Social Care team were able to review and add questions prior to the survey being implemented. Although caution was needed, as it was felt that too many questions could have a negative impact on young people's engagement in the process. In relation to the unaccompanied asylum-seeking children, Action for Children commented on how they were impressed by the insight and resilience of the children and young people in dealing with their experiences. This was reflected this in the introduction of the survey report.

Corporate & Strategic Implications N/A

5. Financial implications – N/A
6. Resource implications – N/A
7. Legal implications – N/A
8. Risk implications – N/A
9. Equalities implications – N/A
10. Climate implications – N/A
11. Security implications – N/A

Appendices

- Appendix 1 – (non-public) Action for Children Annual Survey 2020 to 2021

Pat Dixon

Safeguarding and Quality Assurance Service Manager
Department of Community and Children's Services

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Committee:	Dated:
Safeguarding Sub-Committee – For Information	11/10/2021
Subject: Corporate Parenting Annual Report 2019/20 and Corporate Parenting Strategy Update	Public – Non-Public Appendix 2
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1,2,3-4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Andrew Carter, Director of Community and Children’s Services	For Information
Report author: Scott Myers, Strategy Officer, Community and Children’s Services	

Summary

This report informs the Committee of the performance of the City Corporation as a corporate parent, and the outcomes that have been achieved for the children in its care during 2020/21. It also informs the Committee that the Corporate Parenting Strategy has been reviewed and updated.

Recommendation

Members are asked to note the report.

Main Report

Background

1. The City of London Corporation is a corporate parent to the children who are in its care. These looked-after children are children and young people aged from 0 to the eve of their 18th birthday who cannot safely remain with their family, or those for whom the City Corporation acts as a parent in the absence of family. Children in care can include unaccompanied asylum-seeking children (UASC), children with multiple disabilities, and those who have suffered abuse and/or neglect. As such, looked-after children and young people are one of the most vulnerable and disadvantaged groups in our community.
2. The City Corporation’s Children’s Services were inspected by Ofsted in March 2020, with the findings published in June 2020. The service was found to be overall ‘Outstanding’ by Ofsted, its independent evaluation finding that corporate parenting within the City is ‘very strong, and there is a high commitment throughout the service to ensuring a personalised response to individual need’.

3. The Corporate Parenting Strategy was last reviewed in February 2021 and has been reviewed again in order to bring it into its review cycle of being reviewed and published annually in October.
4. The Care Planning, Placement and Case Review (England) Regulations 2010 require local authorities to provide an annual report on the outcomes for looked-after children. This report fulfils that requirement and provides a profile of the City Corporation's activities for looked-after children and care leavers for the year 2020/21.

Current Position

Corporate Parenting Strategy Update

5. The Corporate Parenting Strategy sets out how the City Corporation will deliver its role as a corporate parent and ensure that children and young people have the support, care and encouragement to reach their full potential.
6. Due to being previously updated in February 2021, the changes made in this review have been minimal. The strategy has been updated to make the duty of local authorities providing Personal Advisor support to all care leavers up to age 25, if they want this support.
7. A copy of the updated Strategy can be found in Appendix 1.

Annual Report

8. The Corporate Parenting Annual Report for 2020/21 covers areas including, but not limited to, health and wellbeing, safeguarding, education, employment, accommodation and the activities of the Children in Care Council.
9. The report contains relevant statistics such as the number of children and young people under the age of 18 who were being looked after by the City Corporation as of 31 March 2021, as well as how many young people left our care. It also includes relevant statistics related to the Independent Reviewing Officer service, UASC and the health and wellbeing of our looked-after children and care leavers.
10. As a corporate parent, the City Corporation will continue to drive the achievement of ensuring that all children in and leaving its care meet their full potential and have lives in which they thrive. The Annual Report details the targeted actions that the service will undertake during 2020/21, some of which have been affected and influenced by the COVID-19 pandemic.
11. A copy of the Corporate Parenting Annual Report 2020/21 can be found in Appendix 2.

Implications

Strategic implications

12. The Corporate Parenting Strategy and Annual Report are both statutory requirements as set out by the relevant legislation.
13. Reporting on the progress of the City Corporation as a corporate parent, with a regularly updated strategy, helps contribute to the City Corporation's Corporate Plan for 2018–23, and helps to ensure that people are safe and feel safe, people enjoy good health and wellbeing, people have equal opportunities to enrich their lives and their full potential, and communities are cohesive and have the facilities they need.

Equalities implications

14. The City Corporation's Department of Community and Children's Services strives to improve outcomes for our children and young people who often experience several areas of inequality. The vast majority of looked-after children within the City are UASC, and therefore it is important that any actions of the service reflect the specific needs of this group. This is ensured by carrying out adequate Equality Impact Assessments for all new services and initiatives that are developed.

Financial implications

15. N/A

Resource implications

16. N/A

Legal implications

17. N/A

Risk implications

18. N/A

Climate implications

19. N/A

Security implications

20. N/A

Conclusion

21. The Corporate Parenting Annual Report provides oversight of the work undertaken by the service during 2019/20, and the priorities for the year ahead,

which are reflected in the strategic aims set out in the Corporate Parenting Strategy.

Appendices

- Appendix 1 – Corporate Parenting Strategy (Updated October 2021)
- Appendix 2 – Corporate Parenting Annual Report 2020/21

Scott Myers

Strategy Officer, Department of Community and Children's Services

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City of London Corporation

Corporate Parenting Strategy

Document status:

Prepared by: Scott Myers – Strategy Officer, Department of Community and Children’s Services

Reviewers: CSMT

Owner: Chris Pelham – Assistant Director People, Department of Community and Children’s Services

Approved by: Director – Department of Community and Children’s Services

Review date: Annually

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1 Introduction

- 1.1 The City of London Corporation (the City) wants the children in and leaving its care to meet their full potential and have lives in which they thrive. As a corporate parent we will keep our children safe, and support, encourage and nurture them so that they reach the heights we all aspire to for our own children.
- 1.2 Corporate parenting is when the local authority takes on the role of a good parent to the children that it looks after and those who have left care and who are starting their independent adult life. As a corporate parent the City has a moral and legal duty to provide the kind of support that any good parent would provide for their own children. We know we cannot replace or replicate all aspects of parental love, but we can share the same personal concern, desire to support fulfilment and aspirations for the lives of the children in our care.
- 1.3 Our commitment to this role is set out in this strategy. It sets out our “Pledge” to the children in our care, and the expectation they can have of us as corporate parents. In doing so it challenges us as corporate parents to ensure that we act to continuously improve the life chances of our children looked after, young people, care leavers and unaccompanied asylum-seeking children. It builds on the work that has already been progressed to drive, support and strengthen it further, and it places corporate parenting as a responsibility that sits across all of the City’s elected Members, departments and officers and our partner agencies.

2 Context

- 2.1 The outcomes for children in care (CIC) can often be worse than those of their peers. Our children will have come into care having faced difficulties and disruption in their lives and many continue to face challenges. Nationally, the educational, physical and psychological wellbeing, training and employment outcomes for children and young people looked after tend to be poorer compared with their non-looked after peers. However, as with all children, their experiences are individual, their response to those experiences is their own and their needs are distinct.
- 2.2 The City has a duty under the Children Act 1989 to “safeguard and promote” the welfare of each child we look after. The Children (Leaving Care) Act 2000 extended the responsibility of local authorities to young people leaving care, requiring them to plan the young person’s transition to adulthood and provide ongoing advice and assistance until at least the age of 21.
- 2.3 The Children Act 2004 introduced a duty on named agencies both to cooperate with the local authority and to ensure that they take account of the need to safeguard and promote the welfare of children in fulfilling their own functions.

- 2.4 The Children and Social Work Act 2017 outlines principles in how local authorities should look after CIC. The principles include acting in the best interests of CIC, promote their physical and mental health and wellbeing; encourage expression of their wishes and take account of those wishes; and help children gain access to and best utilise local authority services. The Act also introduced a new duty on local authorities to provide Personal Adviser support to all care leavers up to age 25, if they want this support.
- 2.5 The success and impact of these duties can only be measured through the positive difference we make to the safety, health and wellbeing, educational attainment and transition to adulthood of children and young people. To ensure that we focus on and deliver this positive difference, and that there is a clear line of accountability for its delivery, the City has a lead Member for children's services to provide the political leadership, and a Director of children's services to provide professional leadership.
- 2.6 This leadership operates in an authority that is unique. Our size is such that we can develop a very close relationship with, and in-depth knowledge of, our children and young people. No child looked after or care leaver will contact the City and not be known to a professional in the team. This creates a relationship with our children and young people that is personal, and offers stability and security.
- 2.7 Ofsted recognises the quality of the service we provide: in inspections in 2020 our Children's Services were rated overall as 'Outstanding'. The City and Hackney Safeguarding Children Partnership was also rated 'Outstanding' in its most recent inspection in 2016.
- 2.8 As corporate parent to a small and diverse number of children and young people, the City does not, and would not, offer uniform services based on standardised approaches. We are flexible and creative in our approach – tailoring our support and care to the needs of the individual.
- 2.9 We support the children in our care and our care leavers through our generic children's social work team within the City's Children and Families services. This support is enhanced by a workforce that is stable and allows for the development of trusting relationships with our children and young people. It is an approach that is supported by an Early Years offer that provides universal services for children at all levels of need.
- 2.10 The geography of the City and its role as the world's leading international finance centre mean that there are no opportunities to place children into care within our boundaries. This places an even greater responsibility on us to ensure that our children are connected and feel an attachment to the City. This focuses not only on our children knowing our workers and Members, but also on helping them to discover our history and the opportunities the City can offer. As corporate parents the City Corporation takes responsibility for assessing and promoting good physical and mental health among the children and young people

Outcomes

- 2.11 As corporate parents the City Corporation takes responsibility for assessing and promoting good physical and mental health among the children and young people in our care. This is achieved through annual assessments of health and dental health, and by ensuring children and young people are fully immunised. The City Corporation's performance in achieving health and dental assessments and immunisations has exceeded national performance.
- 2.12 Our CIC population largely (but not exclusively) comprises unaccompanied asylum-seeking children who have often experienced very difficult journeys to the UK, involving increased risk of health conditions and trauma.

3 The City as a corporate parent

- 3.1 Everyone who works for the City of London is a corporate parent to the children and young people who are in our care. This is not just those who have direct day-to-day contact with our children, such as social workers and foster carers, but all those who work for the City, including our elected Members and chief officers. A key role for elected Members and the City's officers is to promote opportunities for our looked after children and care leavers, and to be a challenge and a champion on their behalf.
- 3.2 The City is responsible for delivering a vision of corporate parenting which ensures that all children in care and those leaving care have the support, care and encouragement to reach their full potential.
- 3.3 As a good and effective corporate parent we will make decisions and behave in ways that:
- keep our children and young people safe
 - help children and young people's material wellbeing
 - support children and young people in their education and training
 - provide appropriate health care for children looked after
 - promote employment
 - encourage enjoyment and achievement through leisure and continuing interests
 - help to develop personal skills
 - provide stability and a sense of security and belonging
 - understand family life
 - promote exercise and a healthy diet
 - supporting our children and young people to get a good sleep
 - provide support after leaving care
 - empower our children and young people.
- 3.4 We have a safeguarding responsibility to all of our children. As corporate parents this means that any risk of harm to our individual children looked after must be assessed

and plans put in place to keep them safe. These risks may include emotional and physical harm, sexual abuse and sexual exploitation, bullying, gang activity, self-harm or suicide. Many of our children come into care with a first language other than English and may struggle to communicate issues that identify risk – a barrier we must overcome to ensure their safety. We must also make sure that our children have someone “outside the system” such as an advocate or independent visitor to look out for their interests.

- 3.5 To support us to deliver our responsibilities as a corporate parent, the City has a lead elected Member for children’s safeguarding, and a Safeguarding Sub Committee made up of six elected Members meeting three/four times a year. The Safeguarding Sub Committee acts as the City’s corporate parenting board – providing oversight, challenge and leadership to achieve the best outcomes for our children and to ensure that these outcomes are delivered by all partners. This is a vital role through which our Members examine and address the needs of our children and young people through the consideration “if this were my child”.
- 3.6 The City of London’s Children in Care Council (CiCC) established in 2014 met regularly in person prior to the Covid-19 pandemic. During term time, meetings have generally taken place in the Guildhall during the morning and are followed by lunch in the Gild and an activity together during the afternoon, during the school holiday’s the meeting is part of a wider programme of activities. Meeting at the Guildhall is a link for CiCC members to come into the City of London, particularly as often they live beyond the City’s boundaries. The Children in Care Council is chaired by a young person elected by their peers.
- 3.7 The City’s corporate parenting role is also supported and challenged by the City and Hackney Children’s Safeguarding Children Partnership, and the Children’s Partnership Board (CPB). The CPB is a City-specific multi-agency strategic partnership which is responsible for delivering the priorities and objectives of the Children and Young People’s Plan, in which the needs of children looked after and care leavers are paramount.

4 What our children want

- 4.1 The City has developed a “Pledge” for its children looked after, young people and care leavers. Our Pledge is the City’s promise to provide the care and help that our children and young people have told us what they want. We have also included the promises the City made in signing up to the Government’s “charter for care leavers”.

5 The Pledge

The CiCC reviewed the pledge in August 2019 and feedback was very positive. We have also translated the Pledge into several of the languages our young people speak.

- 5.1 We will:

- be open and honest with you
- believe in you and encourage you to be the best you can be
- listen to you and respect and work with you to understand your point of view
- inform you at every point of your journey of the support that is available and your entitlements
- support you with information, advice, and practical and financial help, and provide emotional support and a named person you can contact when you want to
- find you a home that is right for you
- respect and honour your identity, encouraging you to be an individual but not make you different
- be there to support you and never judge
- provide space to talk one to one
- support you and help you to build life skills, and be a lifelong champion
- listen to your complaints and act on them
- help you to have your say
- provide chances to get involved in positive activities
- help you to meet other children and young people who are looked after or who are care leavers
- help you to work towards living independently and to plan for your future
- help you to stay with the right foster carer for you
- listen to your views about family contact and help that happen where possible
- help children and young people who have been in care for a while or who have left care to become a mentor to those who are new to care.

6 Delivering for our children and young people

6.1 To develop this strategy, we have examined our role and responsibilities as a corporate parent and reflected on the Pledge that our children have asked us to make to them. We can only be held to account and continuously improve if our vision and promises translate into detailed commitment and action. To ensure that this strategy is about what we are doing, and what we will do, we have set out below some of the ways in which the City is working, and will work, with our children to raise their life chances. These are grouped under the following headings:

- healthy and safe
- learning, achieving and enjoying
- listening and contributing
- independence and working
- individual and community.

7 Healthy and safe

7.1 We want our children to be healthy and safe. To achieve this we will:

- ensure that children and young people looked after have a comprehensive health assessment once a year – or twice a year for those aged under five years
- Recognise that immigration status is one of the biggest barriers to staying healthy and ensure that every child and young person has decent immigration representation
- help our children understand why they have a medical assessment and its benefits as part of a “coming into care” pack
- ensure that children are immunised
- ensure that each child/young person is registered with a GP and a dentist, and has access to eye care
- monitor and track medical, dental and optical health checks to ensure that they happen
- ensure that language or literacy issues do not create a barrier to receiving or understanding health services
- provide information on promoting healthy lifestyles and sexual health that is appropriate to the age and maturity of our children
- meet the mental health needs of young people
- provide information, advice and assistance in respect of the use of drugs and/or alcohol if these are causing or likely to cause harm to health
- develop a “health passport” for our care leavers as a record of their health care
- support emotional wellbeing through tailored activity and, where necessary, specialist intervention
- provide age-appropriate and comprehensive multi-agency teenage pregnancy and parenthood support, prioritising the needs of children looked after, where a young person in our care becomes pregnant or a young father
- maximise the inclusion of children/young people with a disability in mainstream education, leisure and social activities
- ensure that our staff and partners remain trained to meet the health needs of children looked after, including sexual health, mental and emotional health, child sexual exploitation and substance misuse issues
- provide specific training for staff to identify the risk and/or experience of child sexual exploitation that may be experienced by unaccompanied asylum seeking minors
- establish a targeted preventative and self-protection programme on child sexual exploitation for children in care
- support and encourage activity as part of a healthy lifestyle
- place children with foster carers who can best meet their needs – including those needs and preferences expressed by the child, young person and his or her parents

- ensure our foster carers are able to identify the risks of child sexual exploitation and can support online safety that includes the risks specific to children looked after
- only place with Independent Fostering Agencies that are rated “good” or “outstanding” by Ofsted
- commission quality placements and systematically monitor these arrangements to ensure that they provide stable placements which meet the physical, emotional and social needs of children
- risk assess the suitability of any placement prior to it progressing
- allocate a qualified, skilled social worker to ensure that the statutory requirements for the child’s care and protection are met
- ensure that our social workers regularly visit children looked after in line with statutory requirements, as a minimum
- allocate an Independent Reviewing Officer (IRO) to chair review meetings, monitor the appropriateness and progress of plans, and ensure that the wishes and feelings of children are taken into account
- provide as much stability of placement as possible
- ensure that a permanency plan is in place for each child by the second child looked after review meeting
- provide access to an advocate and independent visitors
- safeguard children from bullying, racism, discrimination and harassment.

8 Learning, achieving and enjoying

8.1 Educational achievement is a significant factor in improving the life chances of children and young people in care. Participating in leisure activities can enhance self-esteem and confidence. We want our children to achieve outcomes and enjoy leisure activities that are as good as those of their peers. To achieve this we will:

- make the learning and educational needs of each of our children looked after a high priority
- support educational achievement and progress through a Virtual Head Teacher
- ensure that all school-aged children in care have a suitable full-time school place
- develop a Personal Education Plan (PEP) for all children and young people
- be ambitious for our children and young people and committed to supporting their progress and attainment
- monitor educational progress and attendance quarterly
- provide specialist therapeutic support, extra tuition or specialist equipment based on individual needs to support learning
- celebrate educational achievements such as exam results
- monitor expenditure of the Pupil Premium Plus to confirm that it correlates with

the additional actions recorded in the PEP

- prioritise children in care for school admissions
- provide targeted support to those who are not in education, training or employment
- provide immediate alternative educational provision where school exclusion occurs
- ensure that all children looked after have access to local youth service provision
- provide local leisure centre membership for all children in care
- support involvement with leisure and community opportunities that reflect our children's ethnicity, religion and culture
- provide equipment such as sports equipment or musical instruments to support involvement in chosen leisure activities
- ensure that children and young people in care have holidays, visits and outings in order to broaden their horizons
- enable access to play, leisure and recreation services for disabled children and young people.

9 Listening and contributing

9.1 Children and young people, and those leaving care, have the right to share their views, wishes and feelings. We are committed to listening to our children and young people to ensure that their views shape decisions made about their lives and the services we deliver. To achieve this we will:

- consult children and young people about the decisions made about their lives and to help us to shape their futures through regular review meetings and meetings with their social worker
- seek creative and innovative ways to facilitate and encourage listening to our children and young people, both individually and collectively
- give children and young people the opportunity to influence our practice and policy through our Children in Care Council
- involve children and young people in the recruitment and induction of staff in Children and Families, and the commissioning of services for children and young people
- make sure that children and young people know how to make a complaint, and how to make a compliment, about the services they receive
- make sure that children and young people have information on services and the teams providing them through a "coming into care" pack
- provide a variety of opportunities for children and young people to meet senior staff and elected Members so that they can share their experiences, ideas and views
- provide an Independent Review Officer and advocacy service to help children

and young people to contribute their views when they want someone to speak up on their behalf

- develop opportunities for children in care and young people to deliver training to professionals and our elected Members on what it is like to be looked after and how to talk with young people about their issues.

10 Independence and working

10.1 We want our children looked after to develop and sustain independent lives. Developing life and employment skills is crucial for the future of our children and young people, and their economic wellbeing. To support this we will:

- review independent living skills within the pathway planning process to identify any needs for care and support in adulthood from adult services as part of the transitions process
- develop life skills training and peer learning to support young people in meeting the challenges of independent living – including budgeting, paying bills and dealing with emergencies
- help them to choose when to move on and give them the chance to stay put with their foster carer if they are not ready to do so
- support care leavers to appropriately remain in their semi-independent placement where it is in their best interests to do so
- help them to save for their future whilst they are in care
- give them apprenticeship opportunities with the City
- help them to gain confidence and skills through volunteering opportunities, work experience and participation in our time credits scheme
- provide chances to learn about how to deal with stress and how to be assertive in order to help our children and young people to deal with challenges in life and speak confidently for themselves
- provide tailored support and advice through our careers advisory service
- provide semi-independent accommodation for those who need a stepping stone into full independence
- remember them and provide them with ongoing support as they become an independent adult
- support young people in their tenancy to help them to settle into independent living.

11 Individual and community

11.1 We want the children and young people in our care to thrive as individuals. We want them to know themselves, their heritage and their community, and to support them to achieve this we will:

- help children and young people to understand their rights through the development of our “coming into care” pack
- help children and young people to keep photos and memories about important people in their life and places they have been
- help children and young people to feel proud and strong about their own culture, language and religion
- promote and facilitate contact with family members where this is in the best interests of a child or young person
- support our unaccompanied asylum seeking children to find and contact family members
- take into account any cultural, religious, communication or disability needs when matching children and young people with placements
- help our unaccompanied asylum seeking children to understand their heritage
- help children and young people to connect with the City and each other through events, outings, residential trips and the Children in Care Council
- support engagement and participation in cultural, religious and community activities.

12 Taking the strategy forward

- 12.1 The progress of delivery of this strategy will be reported to and monitored by the Safeguarding Sub Committee, the Children’s Partnership Board and our Children in Care Council.
- 12.2 The strategy will be refreshed annually to ensure that it continues to drive improvements and meet the changing needs of children and young people.

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Committee:	Dated:
Safeguarding Sub-Committee	11/10/2021
Subject: City of London Prevent Policy and Channel Guidance/Internal Further Education Prevent Guidance	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcome 1.
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Ali Burlington, Community Safety Officer	

Summary

The Community Safety Team (CST) has developed the City of London's Prevent Policy and Channel Guidance document and a further briefing document for the departments within the City Corporation who have responsibility for further education.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

The CST is the lead for Prevent within the City Corporation. Prevent aims to stop individuals from being drawn into terrorism or supporting terrorism. The CST has a number of functions with regards to Prevent, including training stakeholders, businesses and our communities, raising awareness and providing education, constructing policies and co-ordinating multi-agency 'Channel Panels'.

Current Position

1. The CST has developed a Prevent Policy and Channel Guidance document (see Appendix 1) to support internal departments and external stakeholders with Prevent duty and Channel Panel responsibilities. This was approved by the Safer City Partnership Strategy Board 25 May 2021. The policy required members cited in the 'Channel representatives' section to confirm their organisation's lead contact, who would be responsible for attending any future Channel Panels. As of September 2021, this is complete.

Channel Panels are an essential element of Prevent delivery. Should a referral be made to the CST or the City of London Police, due to a concern that an individual may be being drawn into terrorism, a multi-agency Channel Panel will be organised. The panel brings together a number of key agencies that are either already involved with the individual, or can provide a supportive role going forward.

2. The CST has additionally prepared a draft Internal Further Education Prevent Guidance (see Appendix 2) to highlight to departments and learners, the Home Office's overall guidance and responsibilities for further education providers and establishments. If Members wish to comment on this document, please email ali.burlington@cityoflondon.gov.uk.

Options

3. None

Proposals

4. None

Key Data

5. None

Corporation and Strategic Implications

6. Strategic implications – Prevent is about safeguarding individuals and communities. The Prevent Policy and Channel Guidance, and the Internal Further Education Prevent Guidance contribute significantly to the City Corporation's aim that 'People are safe and feel safe' as it equips our staff, learners and partner organisations with the tools and training to detect, deter and safeguard people from becoming involved in terrorism.
7. Financial implications – None
8. Resource implications – None

9. Legal implications – None

10. Risk implications – None

11. Equalities implications – Equalities Impact Assessment completed May 2021.

Conclusion

12. The policy and guidance documents have been developed to provide informative instructions to internal departments, external partners and learners regarding the City Corporation's policies and procedures to safeguard individuals with regard to Prevent and Channel Panels.

Appendices

- Appendix 1 – Prevent Policy and Channel Guidance
- Appendix 2 – Internal Further Education Prevent Guidance

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City of London Prevent Policy and Guidance

May 2021

Document status: Final

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Owner: Andrew Carter

Approved by: Safer City Partnership Group

Implementation date: Ongoing

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Version : 1

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1.0. Policy

1.1. Introduction

Prevent forms one of the four work streams of the CONTEST strategy, which is the overall UK strategy for countering terrorism. The aim of CONTEST is to reduce the threat to the UK and its interests overseas from terrorism, so that people can go about their lives freely and with confidence. The purpose of Prevent, more specifically, is to stop people becoming terrorists or supporting terrorism.

The objectives of Prevent are:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support
- Enable those who have already engaged in terrorism to disengage and rehabilitate

To safeguard and support individuals within our community who are vulnerable to radicalisation and to stop them from becoming terrorists or supporting terrorism, the City Corporation will work with its partners to deliver the below objectives:

- Deliver Prevent training detailing the referral mechanisms and the Channel process to corporate staff within the City of London Corporation and its partner agencies
- Develop relationships with key stakeholders and ensure confidence in supporting the Prevent agenda and partners are aware of their responsibilities
- Develop a series of multi-agency pilots and case studies to trial methods to improve our understanding of those at risk of involvement in terrorism and enable earlier intervention
- Build stronger partnerships with communities, civil society groups, faith groups to improve Prevent delivery and re-enforce safeguarding at the heart of Prevent
- Support our Education Sector through training, advice and guidance
- Engage with Businesses within the square mile and offer training and campaign material/literature
- Ensure Channel processes are in place. This includes ensuring leads from required agencies are identified and the pathway to contacting intervention providers is well established

These outcomes link strongly to one the priorities for Safer City Partnership; *'Vulnerable people and communities are protected and safeguarded'*

For further information see [Prevent Duty Guidance for England and Wales](#)

1.2. Channel

Channel is a key element of Prevent. It is a multi-agency approach to identify and support people at risk from radicalisation, extremism and effectively being drawn into terrorism. Channel uses existing collaboration between local authorities, statutory partners (such as social services, education, health representatives, children's and youth services and probation), the police and with the support of the local community to:

- Identify individuals at risk
- Assess the nature and extent of that risk
- Develop the most appropriate support plan for the individuals concerned

Participation in Channel for an identified 'at risk' individuals is voluntary and requires consent. If consent cannot be obtained the individual poses a risk, they will enter a Police Case Management System (PCM) for the risk to be managed.

For further information see [Channel Duty Guidance](#)

1.3. Definitions

Definitions are taken from the HM Government Prevent Strategy 2011.

- Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate on terrorist activity
- Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of the armed forces

1.4. Information Sharing

Information sharing must be assessed on a case-by-case basis and is governed by legislation. To ensure the rights of individuals are fully protected, it is important for partners to sign up to the Safer City Partnerships Information Sharing Agreement and follow the guidance set out in this protocol. To obtain this document, please contact CSTreferrals@cityoflondon.gov.uk. When considering sharing personal information, the specified authority should take account of the following:

- Necessity and proportionality: personal information should only be shared where it is strictly necessary to the intended outcome and proportionate to it. Key to determining the necessity and proportionality of sharing information will be the professional judgement of the risks to an individual or the public
- Consent: wherever possible the consent of the individual concerned should be obtained before sharing any information about them

- Power to share: the sharing of data by public sector bodies requires the existence of a power to do so, in addition to satisfying the requirements of the Data Protection Act 1998 and the Human Rights Act 1998; Data Protection Act and the Common Law Duty of Confidentiality: in engaging with non-public bodies, the specified authority should ensure that they are aware of their own responsibilities under the Data Protection Act and any confidentiality obligations that exist

There may be some circumstances where professionals, in the course of Prevent related work, identify a person or group who may already be engaged in illegal terrorist-related activity. People suspected of being involved in such activity must be referred to the police. For guidance on information sharing speak with your manager in the first instance.

Under the GDPR and DPA 2018, information may be shared where there is a lawful basis to do so, for example when fulfilling a statutory function such as that set out in section 36 of the Counter Terrorism and Security Act 2015.

Data Protection Guidelines require that personal information should be:

- Processed lawfully and fairly.
- Obtained for a lawful purpose only.
- Relevant and appropriate, in relation to the purposes for which it is being processed.
- Accurate, and kept up to date.
- Retained no longer than is necessary for the required purpose.
- Processed in accordance with the rights of data subjects.
- Stored securely to prevent unauthorised access.

The Human Rights Act requires public agencies to act within their powers only, and to respect the individual's right to privacy. Any disclosure of appropriate information must be seen as being both legal and fair.

1.5. Recording and Case Management

City of London Corporation uses Empowering Communities (ECINs) as a case management and recording system which is where Prevent intelligence and cases will be held. This system is GDPR compliant.

2.0. Guidance

2.1. Channel Panel Process

The Channel Panel is a multi-agency panel, which aims to develop an appropriate support package to safeguard those at risk of being drawn into terrorism based on an assessment of their vulnerability. The panel is responsible for managing the safeguarding risk which is in line with other multi-agency panels where risk is managed, such as Multi-Agency Public Protection Arrangements (MAPPA). In common with other such programmes, it does require the sharing of personal information to ensure that the full range of an individual's vulnerabilities are identified and addressed.

Channel Panels oversee and co-ordinate Prevent interventions in the City of London. The panel has a statutory basis: under the terms of the Counter Terrorism and Security Act 2015, local authorities must:

- Ensure a multi-agency panel exists and chair the panel
- Use the panel to develop a support plan for accepted cases and signpost to other support where cases are not accepted
- Ensure consent is sought prior to support being provided
- Co-operate with other panel partners

Channel is not a process for gathering intelligence and must not involve any covert activity against people or communities. Channel is also not an alternative to the criminal justice system for those who have been engaged in illegal activity. Channel is about early intervention to protect and divert people away from the risk they may face before illegality relating to terrorism occurs. Therefore, in line with other safeguarding processes, being referred to Channel will not lead to an individual receiving a criminal record as a consequence of the referral, nor as a result of any support they may receive through Channel.

2.2. Membership

The Channel Panel will meet when required (e.g. when a referral has been received/potential community tensions relevant to Prevent). Permanent members will include Social Care (Adult and Children), Community Safety and City of London Police. Channel representatives should be at senior management level to ensure the appropriate decision making can be made and actions agreed. The composition of the panel is a decision which should be made based upon the nature of individual cases and time bound actions that may be required. The panel is chaired by the

Community Safety Manager (see Annex C for local authority contact details). Other relevant partners are listed below:

- Mental Health Services
- NHS, including GPs and hospitals
- Probation
- Youth Offending Services
- Prisons and Young Offender Institutes
- Housing Teams
- Education Establishments
- Youth Services
- Drug and Alcohol Services
- Faith Representatives

Appendix D provides a current list of City of London Prevent representatives for the various statutory and required organisations.

2.3 Assessing Vulnerability

Channel assesses vulnerability using a consistently applied vulnerability assessment framework built around three dimensions:

- Engagement with a group, cause or ideology
- Intent to cause harm
- Capability to cause harm

The dimensions are considered separately as experience has shown that it is possible to be engaged without intending to cause harm and that it is possible to intend to cause harm without being particularly engaged. Experience has also shown that it is possible to desist (stop intending to cause harm) without fully disengaging (remaining sympathetic to the cause); though losing sympathy with the cause (disengaging) will invariably result in desistance (loss of intent).

The three dimensions are assessed by considering 22 factors that can contribute to vulnerability (13 associated with engagement, 6 that relate to intent and 3 for capability). These factors taken together form a rounded view of the vulnerability of an individual that will inform decisions on whether an individual needs support and what kind of support package may be appropriate. These factors can also be added to and are not considered an exhaustive list. By undertaking regular vulnerability assessments, the progress that is being made in supporting an individual can be tracked through changes in the assessment.

For further information and to access the framework, visit [Channel: Vulnerability assessment framework](#)

2.4. Identifying Vulnerable People

Completing a full assessment for all 22 factors requires thorough knowledge of the individual that may not be available at the point of the initial referral (see National Prevent Referral Form at Annex B). However, there are a number of behaviours and other indicators that may indicate the presence of these factors.

Below are a number of example indicators which can support in identifying that a person/s is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress or personal appearance to accord with the group
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- Possession of material or symbols associated with an extremist cause (e.g. The swastika for far-right groups)
- Attempts to recruit others to the group/cause/ideology
- Communications with others that suggest identification with a group/cause/ideology
- Excessive internet or social media use/online interest in extremist groups or material

Example indicators that an individual has an intention to use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- Using insulting or derogatory names or labels for another group
- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others
- Plotting or conspiring with others

Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:

- Having a history of violence
- Being criminally versatile and using criminal networks to support extremist goals
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or

- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills)

The examples above are not exhaustive and vulnerability may present itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

2.5. Consent

Individuals who are vulnerable to violent extremism or radicalisation are more likely to be reached by supportive services if issues of consent are handled with sensitivity and an informed understanding of the issues.

Before making a referral, practitioners should respond as we would to all concerns, by clarifying the information. For children this will involve talking to the child/young persons and their parents or legal guardian (unless the family is implicated in potential extremism), and to other professionals working with the child/young person. Any referral should be made with the young person/family's knowledge and consent, unless to do so would place the child/young person at risk of harm.

For adults (over 18 years old) practitioners should seek the consent of the person who may be at risk of extremism or radicalisation before taking action or sharing information. In some cases, where a person refuses consent, information can still lawfully be shared if it is in the public interest to do so. This may include protecting someone from serious harm or preventing crime and disorder.

When there are grounds to doubt the capacity of those aged 16 and over steps need to be taken to provide support to enable an informed decision is made whether to consent to work with the Channel Panel. Please refer to the [Mental Capacity Act 2005](#) for further information.

Any practitioner who is in doubt about whether or not they should share information, or whether they have consent either to share information or carry out a piece of work, should consult the above guidance, or their line manager or Prevent Lead within their organisation. Advice on information sharing can also be sought from the Safer City Partnership Information Sharing Agreement as well as their own organisation's internal governance or legal teams.

2.6. Referral Process

Any agency or member of the public can make a referral into Channel. Staff need to consider however, their internal safeguarding procedures in the first instance and

whenever a vulnerable to radicalisation risk is of concern, they should consult with the Prevent or Safeguarding Leads within their organisation. Prevent or Safeguarding Leads should support in making the decision as to whether a referral to Channel Panel is needed and if this is the appropriate route.

Referrals should be made without delay, where there are concerns about significant harm, or directly to the Police on 999 if there is an imminent risk of harm.

Referral received will initially be screened by the Prevent team (CoLP Prevent Officer/CoLC Prevent Coordinator) to assess the information provided in the referral. The referral is reviewed by City of London Police Special Branch to ensure there are no current live investigations into the individual.

The preliminary assessment is co-ordinated and should be informed by multi-agency information gathering and can include consideration of an initial vulnerability assessment. The referrer and any identified relevant agency working with the individual is required to attend the Channel Panel meeting if the case is heard.

At this point partners should collectively assess the risk and decide whether the person:

- Is vulnerable to being drawn into terrorism and therefore appropriate for Channel.
- Should be referred to a different support mechanism; or
- Should exit the process.

In assessing the risk, consideration should be given to:

- The risk the individual faces of being drawn into terrorism; and
- The risk the individual poses to society.

All cases that progress through the Channel process will be subject to a thorough assessment of vulnerabilities in a multi-agency safeguarding environment. Intervention and support will be decided, and the case will be monitored until the risk has reduced.

If a referral does not meet the threshold or is safe to exit the process, consideration will be given to signpost the individual to support services most appropriate to their needs. If there are concerns that the person is suffering or likely to suffer significant harm, a referral to Children's or Adult Social Care must be made, this will be discussed and determined who will raise this before the case exits the process.

A referral form can be requested from your local Prevent contacts (see Annex B)

Once completed, this should be returned **password protected** to:

CSTreferrals@cityoflondon.gov.uk or prevent@city-of-london.pnn.police.uk

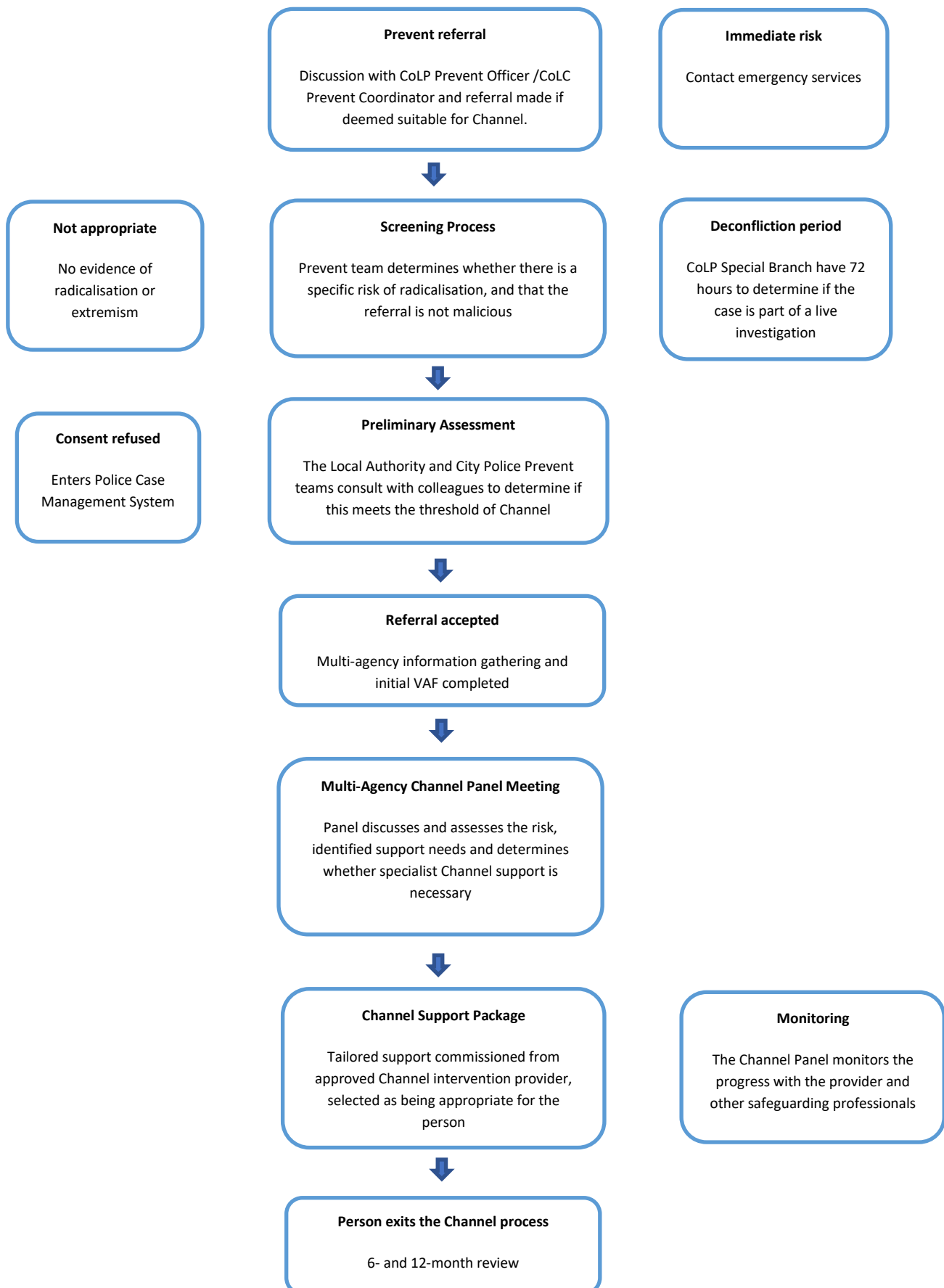
If you need to speak to the Prevent team regarding a referral, contact number are as follows:

- City of London Corporation Prevent Coordinator – 020 7332 1639 / 07749 046766
- City of London Police Prevent Officer - 0207 6012442 / 07523 944209

2.7. Transfer arrangements

Transfer arrangements need to be discussed and decided by the Channel Panel chairs of the authority the case is leaving and the authority the case is moving to. They need to decide where the case sits and factor in how long the move is likely to be for.

2.8. Referral Flowchart



2.9. Managing Risk and the Intervention Process

If the panel consider that support to reduce vulnerability of being drawn into terrorist-related activity is required, they should devise an appropriate support package using their professional expertise. This will be based on a review of the vulnerability assessment completed by the Prevent team prior to the panel meeting and if necessary, after the meeting. This should take the form of a support plan setting out details of the statutory or community partners who will lead on delivery of the support. The action plan should highlight identified behaviours and risks that need to be addressed. This will assist in future case reviews and evaluating the effectiveness of the support package. All decisions should be properly recorded.

Consideration must also be given to potential risks posed to the provider of any support package. Risk is a theme that runs through the entire Channel process: risk to the individual; risk to the public; and risk to statutory partners and any intervention/support providers.

The panel may conclude that the individual is better suited to alternative support mechanisms or that further assessment indicates that the individual is not vulnerable to being drawn into terrorism. In such cases the Chair of the panel is responsible for confirming the recommendation and ensuring that the decision is properly recorded.

Responses to those who are at risk from involvement in violent extremism are more likely to be effective if they are delivered at an early stage and at the lowest level of intervention. For this reason, it is important to understand the signs, and to be able to engage people effectively. It is anticipated that CoL Social Care services, will provide effective, whole family-based interventions, but the thresholds for higher level interventions must also be understood, and applied where appropriate.

The type of activities that are included in a support package will depend on risk, vulnerability and local resource. For example, a diversionary activity may be sufficient for someone who is in the early stages of radicalisation whereas a more in depth and structured one-to-one mentoring programme may be required for those who radicalisation is more entrenched.

The following kinds of support might be considered appropriate:

- Life skills - work on life skills or social skills generally, such as dealing with peer pressure
- Mentoring/one-to-one support - work with a suitable adult as a role model or providing personal guidance, including guidance addressing extremist ideologies
- Anger management programmes - formal or informal work dealing with anger
- Cognitive/behavioural therapies

- Constructive pursuits - supervised or managed constructive leisure activities such as sports or the arts
- Employment, Education and Training support
- Family support - activities aimed at supporting family and personal relationships, including formal parenting programmes
- Health checks - work aimed at assessing or addressing any physical or mental health issues
- Housing/ Tenancy services - support to addressing living arrangements, accommodation provision
- Drugs and alcohol misuse interventions

Community or non-statutory partners providing support to vulnerable people need to be credible with the vulnerable individual concerned and to understand the local community. They have an important role and their reliability, suitability to work with vulnerable people and commitment to shared values needs to be established.

Channel panels should make the necessary checks to be assured of the suitability of support providers; including checks to the Disclosure and Barring Service (DBS) for those seeking to work with children, young people and adults.

If the panel is satisfied that the risk has been successfully reduced or managed, they should recommend that the case exits the process. This is noted in the minutes. The recommendations will need to be endorsed by the Chair of the panel and City of London Police Prevent Supervisor.

If the panel is not satisfied that the risk has been reduced or managed the case should be reconsidered. A new support plan should be developed, and alternative support put in place. If the risk of criminality relating to terrorism has increased the City of London Police must consider escalating the case through existing police mechanisms and whether the case remains suitable for the Channel process.

All open cases are reviewed until the point at which they exit the process, using the vulnerability assessment framework. All decisions and actions should be fully recorded in the minutes of the meeting.

2.10. Working with Partner Agencies

Home Office 2015 Prevent Guidance places a specific duty on local authorities to co-operate with all partners to support and complement their work. It is imperative that all supporting partner agencies adopt a collaborative and co-operative multi-agency approach.

Key partners include: City of London Police, specifically the Prevent Team, Community Safety Team, Adults and Children Social Care, Youth Offending Services, Probation, Prisons and Youth Offender Institutions, Child and Adolescent Mental Health Services, Adult Mental Health Services, Early Help services; all usual

health and education colleagues including colleges and universities; and the full range of community and voluntary organisations, especially youth and faith organisations.

Schools and certain voluntary organisations are often best placed to identify emerging concerns. This places an additional duty of vigilance upon them, and they have specific support requirements. Keeping Children Safe in Education (DfE, 2021) says that the Prevent duty should be seen as part of schools' wider safeguarding duties.

If an organisation is asked to provide information to the Channel Panel or Prevent Team it is the prevent or safeguarding leads responsibility from within the organisation to respond within a set time frame outlined by the Prevent chair and/or coordinator. It is also the organisations responsibility to notify the Channel Panel of relevant changes in circumstances or provide an update on progress/intervention.

2.11. Training

The Home Office will be procuring a new supplier to support the delivery of the Prevent training strategy to replace '*Workshop to Raise Awareness of Prevent*' (WRAP). Once a replacement has been confirmed it will be publicised here.

The current eLearning packages are accessible and available here:

<http://www.elearning.prevent.homeoffice.gov.uk>

<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

<https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

The Prevent team within the City of London are available to deliver bespoke Prevent Awareness packages to all stakeholders. Please contact:

CSTreferrals@cityoflondon.gov.uk for more information.

Annex A – Guidance to completing the Prevent Referral Form

GUIDANCE NOTES FOR COMPLETING A PREVENT REFERRAL

The list is not exhaustive and other factors may be present but they are intended as a guide

Reason for Referral

Has some context been obtained from the subject e.g. What do they mean by their comment? Do they understand what they are saying? Has their response been noted?

Has there been any similar incidents / comments made in the past?

Was it aimed at someone in particular?

What is the concern?

Does a separate Safeguarding referral need to be considered?

Faith / Ideology

Are they new to a particular faith / faith strand?

Do they seem to have naïve or narrow religious or political views?

Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?

Have there been specific examples or is there an undertone of “Them and Us” language or violent rhetoric being used or behaviour occurring?

Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?

Are there particular grievances either personal or global that appear to be unresolved / festering?

Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / Emotional / Social issues

Is there conflict with their families regarding religious beliefs / lifestyle choices?

Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration?

Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?

Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?

Have they got / had extremist propaganda materials (DVD's, CD's, leaflets etc.) in their possession?

Do they associate with negative / criminal peers or known groups of concern?

Are there concerns regarding their emotional stability and or mental health?

Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

Risk / Protective Factors

What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g., mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.

Is there any evidence of others targeting or exploiting these vulnerabilities or risks? What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor / agency input etc.

Do they use Social Media?

Which platforms (apps) do they use i.e. Facebook, Twitter, Snapchat etc?

Do you know their usernames?

Annex B – National Prevent Referral Form

REFERRAL PROCESS	
<p>By sending this form you consent for it to arrive with your regional Prevent policing unit for a safeguarding triage. Wherever possible we aim to give you feedback on your referral. Please be aware, however, that this is not always possible due to data-protection considerations & other sensitivities.</p> <p>Once you have completed this form, please email it to: CSTreferrals@cityoflondon.gov.uk</p> <p>If you have any questions whilst filling in the form, please call: 0207 332 1639</p>	
INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS	
Forename(s):	
Surname:	
Date of Birth (DD/MM/YYYY):	
Approx. Age (if DoB unknown):	
Gender:	
Known Address(es):	
Nationality / Citizenship:	
Immigration / Asylum Status:	
Primary Language:	
Contact Number(s):	
Email Address(es):	
Any Other Family Details:	
DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Prevent.
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> How / why did the Individual come to your organisation's notice in this instance? Does it involve a specific risk or event? What happened? Is it a combination of factors? Describe them. Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How? Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? What is the nature of this contact and how frequent is it? Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information? Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly? Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider <i>any</i> extremist ideology, group or cause, as well as support for "school-shooters" or massacres, or violence against public figures. Please describe any other concerns you may have that are not mentioned here. 	
COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might make them vulnerable in any sense?
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> A child or very elderly. Victim of abuse or bullying. Citizenship, asylum or immigration issues. Living in Care; ward of the State; work, financial or housing problems. Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. Educational issues, developmental or behavioural difficulties, mental ill health (see Safeguarding Considerations below). Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. 	

OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc..
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PERSON WHO FIRST IDENTIFIED THE CONCERNS

Do they wish to remain anonymous?	
Forename:	
Surname:	
Professional Role & Organisation:	
Relationship to Individual:	
Contact Telephone Number:	
Email Address:	

PERSON MAKING THIS REFERRAL (if different from above)

Forename:	
Surname:	
Professional Role & Organisation:	
Relationship to Individual:	
Contact Telephone Number:	
Email Address:	

REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)

Forename:	
Surname:	
Professional Role & Organisation:	
Relationship to Individual:	
Contact Telephone Number:	
Email Address:	

RELEVANT DATES

Date the concern first came to light:	
Date referral made to Prevent:	

SAFEGUARDING CONSIDERATIONS

Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues?	Yes / No
Please describe, stating whether the concern has been diagnosed.	
Have you discussed this Individual with your organisations Safeguarding / Prevent lead?	Yes / No
What was the result of the discussion?	
Have you informed the Individual that you are making this referral?	Yes / No
What was the response?	
Have you taken any direct action with the Individual since receiving this information?	Yes / No
What was the action & the result?	
Have you discussed your concerns around the Individual with any other agencies?	Yes / No
What was the result of the discussion?	

INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS

Current Occupation & Employer:	Current Occupation(s) & Employer(s)
Previous Occupation(s) & Employer(s):	Previous Occupation(s) & Employer(s)
Current School / College / University:	Current Educational Establishment(s)
Previous School / College / University:	Previous Educational Establishment(s)

Annex C – PREVENT and CHANNEL leads/administrators

Organisation	Name	Job title/role	Email
City of London Corporation	Ali Burlington	Prevent/ Channel Coordinator	Ali.burlington@cityoflondon.gov.uk <u>Referrals:</u> CSTreferrals@cityoflondon.gov.uk
City of London Police	Claire Doyle	Prevent Officer	Claire.doyle@city-of-london.pnn.police.uk prevent@city-of-london.pnn.police.uk
City of London Corporation	Valeria Cadena	Community Safety Manager - DCCS Channel Panel Chair	Valeria.cadena@cityoflondon.gov.uk
City of London Police	Sgt Mark Haddon	Prevent Supervisor	Mark.haddon@city-of-london.pnn.police.uk
City of London Corporation	Chris Pelham	Assistant Director – People Deputy Channel Chair	Chris.Pelham@cityoflondon.gov.uk

Annex D – City of London Channel Representatives

Organisation	Name	Job title/role
City of London Corporation Community Safety Team	Ali Burlington	Prevent/ Channel Coordinator
	Valeria Cadena	Community Safety Manager /Channel Panel Chair
City of London Police	PC Claire Doyle	Prevent Officer
	Sgt Mark Haddon	Prevent Supervisor
	Superintendent William Duffy	Prevent Lead
City of London Corporation Adult Social Care	Ian Tweedie	Adult Social Care Service Manager
City of London Corporation Children's Social Care	Rachel Talmage	Service Manager (Children and Families)
City of London Corporation Housing	Liam Gillespie (lead)	Head of Housing
	Sonia Marquis (deputy)	Area Manager - North
Guinness Partnership	Alex Wrigley	Head of enforcement
	Gena Nelson	Tenancy Enforcement
London Probation Service	Louise Nelson	Counter Terrorism Probation Officer
Youth Offending Service	Jo Wallace	Case Manager
Mental Health Service (ELFT)	Andrew Horobin	Deputy Borough Director
Turning Point (Drug and Alcohol Service)	Jude Unsworth	Safeguarding Manager
	Graeme Hodgkinson	Partnerships Manager

Faith Representative (specific to case)		
Education Establishment (specific to case)		
Prison/Youth Offender Institute (specific to case)		
Hospital/ GP (specific to case)		

2.12. References

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964567/6.6271_HO_HMG_Channel_Duty_Guidance_v14_Web.pdf

<https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2018>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

<http://www.legislation.gov.uk/ukpga/2005/9/contents>

<https://www.england.nhs.uk/wp-content/uploads/2017/10/prevent-training-competencies-framework-v3.pdf>

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City of London Internal Further Education Prevent Guidance

October 2021

Review: October 2022

Introduction

Prevent

Prevent forms one of the four work streams of the CONTEST strategy, which is the overall UK Government's strategy for countering terrorism. The purpose of Prevent is to stop people becoming terrorists or supporting terrorism. The objectives include:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support
- Enable those who have already engaged in terrorism to disengage and rehabilitate

Section 26(1) of the Counter-Terrorism and Security Act 2015 ("the Act") imposes a duty on "specified authorities", when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. There is an important role for further education institutions and independent training providers, in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition that all further education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

Details of IT policies, external speakers, monitoring and enforcement guidance can be found here - [Prevent duty guidance: for further education institutions in England and Wales](#)

Multi-agency Channel Panels

Channel is a key element of Prevent. It is a multi-agency approach to identify, support people at risk from radicalisation, extremism and effectively being drawn into terrorism. Channel uses existing collaboration between local authorities, statutory partners (such as social services, education, health representatives and probation), the police and with the support of the local community to:

- Identify individuals at risk
- Assess the nature and extent of that risk
- Develop the most appropriate support plan for the individuals concerned

Anyone can make a Prevent referral into the Channel Panel, the individual making the referral may be asked to be a member of the panel if appropriate. Further details and guidance regarding the referral process can be found in the Prevent Policy and Channel Guidance document cited below.

Referrals

If there is a concern about an individual, a group or a family, you can seek initial advice from the Prevent team. Contact details are below.

- City of London Corporation (CoLC) Prevent Coordinator – 020 7332 1639 / 07749 046766 CSTreferral@cityoflondon.gov.uk
- City of London Police (CoLP) Prevent Officer - 0207 6012442 / 07523 944209 prevent@cityoflondon.police.uk

The National Prevent Referral form can be found [here](#).

Training

It is imperative professionals, safeguarding leads and learners complete Prevent training. This can be accessed in a number of ways:

- Tailored Prevent awareness delivered by CoLC Prevent Coordinator and CoLP Prevent Officer (90 minutes)
- CoLC Prevent E-learning available through City Learning
- CoLC provides mandatory ACT Awareness training through City Learning, which covers aspects of Prevent and the Protect Duty.
- Home Office E-learning package available [here](#).

Risk assessments

The CoLC should carry out a risk assessment which assesses where and how students or staff may be at risk of being drawn into terrorism. These policies and procedures will help satisfy itself and government that it is able to identify and support these individuals.

The risk assessment should look at CoLC policies regarding the campus/learning venue and learner welfare, including equality and diversity, and the safety and welfare of learners and staff. The risk assessment must address the physical management of the Corporations estate, including policies and procedures for events held by staff, learners or visitors, and relationships with external bodies and community groups who may use it's premises, or work in partnership with the CoLC.

Where the CoLC sub-contracts the delivery of courses to other providers, robust procedures must be in place to ensure that the sub-contractor is aware of the Prevent duty and the sub-contractor is not inadvertently funding extremist organisations.

City of London Prevent Action Plan

The Community Safety Team have developed a partnership Prevent Action Plan for 2021-24. This will be available from October 2021 and internal departments are encouraged to contribute. Please contact the CoLC Prevent Coordinator to obtain this plan.

City of London Prevent Policy and Channel Guidance

The City of London Community Safety Team have developed a Prevent Policy and Channel Guidance to assist internal departments and external partners with the process of Prevent and its functions.

Agenda Item 8

Committee: Safeguarding Sub Committee	Dated: 11 th October 2021
Subject: Adult Skills Education and Apprenticeship Service	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<ul style="list-style-type: none"> • People are safe and feel safe. • People enjoy good health and wellbeing. • People have equal opportunities to enrich their lives and reach their full potential.
Does this proposal require extra revenue and/or capital spending? No	N/A
If so, how much?	N/A
What is the source of Funding? Grant Support	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Director of Community and Children's Services	For Information
Report author: Barbara Hamilton: Adult Skills Education and Apprenticeship Service.	

Summary

This report will focus on three main areas they are as follows:

- Summary of the Internal COL Safeguarding audit and its recommendations
- Summary of the Apprentice small group Safeguarding conversations
- Update of Safeguarding policies and procedures
- Further Safeguarding actions for continued improvements

Recommendation(s)

The main internal audit team findings recommendations and actions are as follows:

1. ASES Management should ensure that the ASES Addendum and Staff Handbook adequately references the key relevant requirements of the latest OFSTED Safeguarding inspection framework guidance, and that an updated version is circulated to all relevant parties.

Action Taken: OFSTED Safeguarding guidance is circulated to all key members of staff.

2. ASES management should provide evidence of the control in operation to help ensure that Tutors keep up to date with safeguarding requirements.

Action Taken: Tutor training and guidance is provided as part of the staff induction process.

3. ASES Management should introduce a mechanism within the annual review of the ASES Safeguarding Policy to ensure that it accords with the latest relevant guidance in respect of safeguarding.

Action Taken: Safeguarding meeting taken place by-weekly and is used to circulate relevant guidance in respect of Safeguarding.

4. ASES management should provide evidence that the service E-Safety Policy, referred to in ASES Newsletters and the Tutor Handbook, has been made available to all relevant parties to help ensure online safety.

Action Taken: E-Safety Policy and Newsletters are prepared and circulate to all learners and staff.

5. ASES Management should review information management arrangements to ensure that safeguarding is not negatively impacted by key staff absence.

Action Taken: Small team of Safeguarding leads and now in place.

6. ASES Management should introduce a mechanism to ensure that all staff complete the mandatory training, as identified on City Learning – for example related to Prevent.

Action Taken: Further discussion is needed to address this recommendation

7. ASES management should provide evidence that third party safeguarding requirements and responsibilities in respect of contracted service provision are adequately reflected in contract documentation, and that the wording seeks to mitigate the risks associated with potentially conflicting safeguarding policies.

Action Taken: Additional clause issued to external Providers to strengthen their Safeguarding responsibilities.

The recommendation listed above has been addressed.

Members are asked to:

- Note the report.

Main Report

1. Background

The adult Skills and Education Service delivers a range of adult and Apprenticeship skills training. The training is carried in several different venues and working in different environments and with different groups of adults. The age of our learners ranges from 16 – 85 years old. Each learner presents different personal and professional challenges to the Service. It is therefore important that Safeguarding awareness and understanding is fully embedded into the teaching and learning processes.

The service had two separate and different reviews of its Safeguarding processes. The first review was based on the COL audit Safeguarding procedures.

The second examined the extent to which apprentices and learners were made aware of the Safeguarding internal procedures and whether they were able to confirm that they received and understood Safeguarding policies.

This review was conducted by a Safeguarding Ofsted Inspector. The purpose of this approach was to assist the Service to better understand the main Ofsted inspection priorities when inspecting Safeguarding. The approach that was taken was to schedule 'deep dive' discussion meetings with more than 90% of learners and apprentices.

The Scope of the review was to schedule individual discussions with apprentices in all of the apprenticeship groups. These groups were at different stages, ranging from about two months into the programme to imminent completion of the programme. Every discussion included safeguarding and Prevent topics. Previous educational / employment experience was included as well as topics linked to the curriculum.

2. The main review findings were as follows:

Clarify for apprentices and the staff who is to be regarded as the main DSO for the external provision. Confusion arises where apprentices perceive two, three or four possible options: work-place manager, tutor, manager of external provision, programme administrator.

- 1 On external provision, ensure that aspects of safeguarding and Prevent are revisited during the course, not just at induction. Clarify the role of the tutor and assessors in ensuring this happens routinely through the curriculum, and at reviews.
- 2 When, on external provision, apprentices are required to use their own computers for remote learning, clarify who is responsible for the training and how ASES knows the training is sufficient.

The main areas for Improvement identified in this review has been addressed.

3. The Service's Safeguarding processes were reviewed as part of the COL internal audit process. The audit sought to assess the arrangements in place in respect of the following:

- Prompt identification and communication of safeguarding requirements to all relevant parties.
- Implementation and maintenance of policies and procedures which align fully with safeguarding guidance.
- Arrangements for monitoring safeguarding compliance and ensuring that necessary corrective action is undertaken on a timely basis, including mechanisms for obtaining assurance that third party responsibilities are being met, for example those of external providers and non-City of London workplaces.
- Clear accountability, escalation and reporting arrangements to facilitate effective oversight of safeguarding activities; mechanisms to obtain assurance that activities are having the intended impact and that risks are mitigated to an acceptable level.

3.1 The internal audit concluded that there is a strong focus on building relationships with learners to promote a culture of openness to encourage individuals to raise concerns with staff. When possible tutors and teachers are being encouraged to further extend the Safeguarding messages to be included in their Schemes of Work and their lesson plans.

3.2 Important information such as the names and contact details of Safeguarding Leads are included in what is commonly known in the team as 'Safeguarding Card'. This information has been sent to all Apprentices. This process is to be extended to all learners, including, adult learner. There is a potential single point of failure for safeguarding arrangements within ASES.

3.3 The audit identified an important area for concern which focused on the absence of the Lead Safeguarding officer. This was due to staff sudden sickness. In response to this level of concern a further 2 senior staff members were trained as Safeguarding Lead officers.

3.4 It was clear from the audit that opportunities exist to strengthen controls to ensure the prompt identification and communication of safeguarding policy updates and amendments. For example, the recent Ofsted recommendation to schools and FE colleges for them to ensure that there are strong policy references to Sexual Harassment and Cyber Bullying. The Adult Skills Safeguarding policy was recently updated to include these references.

3.5 The audit referred to the Adult Service inadequate request to external contractors demonstrate their understanding of the COL Safeguarding requirements. The auditors stated that 'copies of contractual agreements supplied for a sample of learning providers did not adequately reflect the responsibilities of each party for safeguarding.

- 3.6 The contractual agreements have now been amended to strengthen the Safeguarding responsibilities of the external Provider and the City of London Corporation.
- 3.7 Concerns were raised regarding the apprentice's line manager's responsibilities regarding Safeguarding awareness of important Safeguarding issues, managers own Safeguarding awareness as they may impact on the apprentices. Support arrangements are in place to provide appropriate guidance for all line managers who are working with apprentices.
- 3.8 The review of all Adult Skills and Education Services Safeguarding policies and procedures have recently taken place. A training plan has been put in place to support the qualifications and training for all staff and tutors. Staff and tutors have secured a level 3 Safeguarding qualification. The Service have assigned two managers as designated Safeguarding leads. An ASES manager has been given responsibility for the annual review of all policy documents. This includes Safeguarding/Prevent and the E-Safety policy.
- 3.9 The Adult Skills Service management has ensured that apprentice feedback on Safeguarding is first captured at Induction stage. The City of London police, tutors and Service managers provide a joint detailed Safeguarding/Prevent induction. Apprentice tutors have embedded different aspect of Safeguarding into their course delivery. Games, course assignments and quizzes are used to support the reinforcement of Safeguarding awareness to apprentices. Safeguarding workshops and quarterly newsletters have been prepared to continue to reinforce the apprentice's understanding and awareness of Safeguarding issues and policies.
4. All apprentices are sent via email a Safeguarding card with the details of 3 Safeguarding leads and contacts. In addition, the Safeguarding awareness reminder message is attached to the OneFile E-portfolio online system.

Management Action Plan in Response to the COL internal Safeguarding Audit

Recommendations	Management Response	Action so far	Further Action Needed If appropriate
ASES Management should review information management arrangements to ensure that safeguarding is not negatively impacted by key staff absence.	A team of Safeguarding Leads (level 3 trained) are in place. Overall and deputy responsibility for Safeguarding Lead in place. ASES has an overall DSL, and three additionally trained and certificated staff in the DSL team.	Staff cover is in place to support the absent of key members of staff	An additional team member will be joining the Safeguarding DSL team in early August 2021
ASES Management should introduce a mechanism within the annual review of the ASES Addendum and Staff Handbook to ensure that it accords with the latest relevant guidance in respect of safeguarding.	The ASES Addendum and Staff Handbook will be reviewed annually, in July, and updated with the latest relevant guidance in respect of Safeguarding.	All policy information has been placed in the policy folder to be reviewed on an annual cycle before the start of each new academic year.	On reflection it has been decided that a separate staff Handbook containing specific information regarding Safeguarding policies will no longer be produced – Appropriate Safeguarding policies will carry all policies changed and amendments.
ASES Management should introduce a mechanism to ensure that all staff complete the mandatory training, as identified on City Learning.	All corporate training is an integral part of the Service Induction process	This requirement is included in the tutors and staff Induction pack	Action completed – Already in place

4.1 Current Position

In response to the Internal Safeguarding Audit report an Assurance Report was prepared and submitted to the director of DCCS.

The report provided the following Assurance. They were as follows:

- Revised and updated the Safeguarding Policy
- Appointed a team of safeguarding Leads – DSL
- Appointed an overall officer to take responsibility for Safeguarding
- Put in place an action plan for continued improvement
- A draft Safeguarding Assurance summary and response to the suggested action plan is also attached.

The newly revised Safeguarding policy has fully considered the changes that have taken place in terms of Health and Safety, Safeguarding and The Prevent agenda. The Health and Safety agenda has a stronger emphasis on the health and wellbeing of learners and staff and increased awareness of Mental Health support and its impact. The revisions in these areas are now incorporated into the revised Safeguarding/Prevent policy.

A new action plan is in place to support a range of new Safeguarding activities. These actions will address areas for improvement identified in the Safeguarding report. When completed these actions will go some way to further increase the rigor of the Adult Skills Service's Safeguarding responsibilities.

4.2 Staff Safeguarding responsibilities and planning

4.4 The audit report states that the ASES Safeguarding arrangements may be undermined where key information cannot easily be located/accessed in the event of staff absence.

4.4 Assurance can be given that the ASES management has reviewed the information management arrangements and can confirm that there is a team of trained certificated Designated Safeguarding Leads (DSLs) in place. There is also one overall interim DSL COL employed senior level member of the ACL team to take responsibility for all Safeguarding activities.

4.4 A recent review of the Safeguarding policy and Ongoing action plan for improvements has put in place a mechanism for ensuring that the Addendum and Staff Handbook draws on the updated Safeguarding advice.

4.6 Communication to Adult Skills and Education Staff and learners

4.7 The audit report states that requirements for Safeguarding arrangements have not been fully identified and communicated to all relevant staff. Assurance is given that the revised Safeguarding policy has been updated and amended to ensure that the Safeguarding policy outlines the full requirements of the latest Ofsted Safeguarding inspection framework. The revised policy is circulated to all staff and tutors.

4.8 The audit report further states 'Safeguarding practices may be undermined where line managers of apprentices do not fully understand their Safeguarding responsibilities'. The request is for DCCS and HR management to consider how best to ensure that all line managers fully understand their Safeguarding responsibilities.

4.9 Assurance is given that the E-Safety policy has been revised and amended. A summary document has been circulated to all learners. Discussions will take place regarding E-Safety as part of the course curriculum. All tutors will be encouraged to complete the Safeguarding training. They will also be encouraged to openly discuss R-Safety as part of their course introduction.

10. Evidence is available to show that the rewording of contracts with subcontractors is in place. The ACL team will continue to ensure that all external Providers of Services have the correct Safeguarding policy documents and furthermore that they are fully trained to the correct Safeguarding Standard.

10.1 The City's contract wording will override all other Safeguarding action and practices. The recent amendments will ensure that the Service is able to 'hold Providers to account' for their actions.

10.2 The monitoring and reviewing of Safeguarding policies and documents have taking place. The policy review schedule will be in place. The monitoring and review process will ensure that content updates for all safeguarding -related policies and procedures are completed by the due date.

10.3 Assurance is given that the Subcontracted Providers' Safeguarding arrangements will continue to be monitored each month. Set questioning regarding health and safety and Safeguarding will be included in all review meetings with Subcontractors.

10.4 A Safeguarding improvement plan will capture the detail of planned improvement activities. All improvement activities will be completed in a timely manner and tracked to their conclusion.

10.5 Further assurance was given to confirm that the roles and responsibilities of the Adult and Community Learning Advisory Group will be further clarified. The Terms of Reference and the role of the Safeguarding link Steering Group member will be aligned to Safeguarding policy. The arrangements will be discussed and agreed.

Strategic implications N/A

Financial implications N/A

Resource implications N/A

Legal implications N/A

10.6 Risk implications

10.7 The ASES management will ensure that risk management arrangements incorporate Safeguarding and that risk assessments are completed where/new increased Safeguarding risk are identified, for example the online course delivery risk assessment is in place.

10.8 Equalities implications - The ASES Safeguarding policy is fully compliant with the public Sector Equality Duty 2010.

This policy has been developed in accordance with the principles established in the following statutory and guidance documents for example, The Children Act 1989, Safeguarding Vulnerable Groups Act 2006, Mental Capacity Act 2005 and was crossed reference

ASES Equality and Diversity policy and the ASES Health and Safety policy

11. Conclusion

11.1 The internal audit concluded that there is a strong focus on building relationships with learners so as to promote a culture of openness to encourage individuals to raise concerns with staff when possible. Tutors and teachers are being encouraged to further extend the Safeguarding messages to be included in their Schemes of Work and their lesson plans. Important information such as the names and contact details of Safeguarding Leads are included in what is commonly known in the team as 'Safeguarding Card'. This information has been sent to all Apprentices. This process is to be extended to all learners, including, adult learner.

11.2 It was clear from the audit that opportunities exist to strengthen controls to ensure the prompt identification and communication of safeguarding policy updates and amendments. For example, the recent Ofsted recommendation to schools and FE colleges for them to ensure that there are strong policy references to Sexual Harassment and Cyber Bullying. The Adult Skills Safeguarding policy was recently updated to include these references.

11.3 The audit referred to the Adult Service inadequate request to external contractors to demonstrate their understanding of the COL Safeguarding requirements. The current arrangements did not reflect the responsibilities of each party for safeguarding or the arrangements to mitigate the risk where there is conflict between safeguarding policies'

11.4 The contractual agreements have now been amended to strengthen the Safeguarding responsibilities of the external Provider and the City of London Corporation.

11.5 Concerns were raised regarding the apprentice's line manager's responsibilities regarding Safeguarding awareness of important Safeguarding apprentices. Support arrangements are being discussed with HR colleagues to provide appropriate guidance for all line managers who are working with apprentices.

11.6 The review of all Adult Skills and Education Services Safeguarding policies and procedures have recently taken place. A training plan has been put in place to support the qualifications and training for all staff and tutors. Staff and tutors have secured a level 3 Safeguarding qualification. The Service have assigned two managers as designated Safeguarding leads

11.7 The Adult Skills Service management has ensured that apprentice feedback on Safeguarding is first captured at Induction stage. The City of London police, tutors and Service managers provide a joint detailed Safeguarding/Prevent induction. Apprentice tutors have embedded different aspect of Safeguarding into their course delivery. Games, course assignments and quizzes are used to support the reinforcement of Safeguarding awareness to apprentices. Safeguarding workshops and quarterly newsletters have been prepared to

continue to reinforce the apprentice's understanding and awareness of Safeguarding issues and policies.

All apprentices are sent via email a Safeguarding card with the details of 3 Safeguarding leads and contacts. In addition, The Safeguarding awareness reminder message is attached to the OneFile E-portfolio online system.

11.8 Although the main reviews of the ASES Safeguarding policies and practices is now concluded. The ongoing process of continuing to improve safeguarding awareness for all learners, will continue. There is still work needed to improve the Safeguarding awareness to apprentice line managers.

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Community and Children's Service

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**CITY
OF
LONDON**

Adult Skills and Education Service

SAFEGUARDING /PREVENT POLICY

The City of London Corporation
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London EC2P 2EJ

MOBILE: 07920 703 087



CITY OF LONDON CORPORATION ADULT SKILLS AND EDUCATION SERVICE

Safeguarding young people and adults / Prevent policy

Name	Area of responsibility	Phone	Email
Tim Smith	ASES Safeguarding lead	020 7322 1212	tim.smith@cityoflondon.gov.uk
Robin Sengupta	Apprentices Quality Improvement Manager	020 7332 3918	Robin.Sengupta@cityoflondon.gov.uk
Barbara Hamilton	Head of Service	07920703087	Barbara.Hamilton@cityoflondon.gov.uk

City of London Corporation Safeguarding Leads

Pat Dixon Local Authority Designated Officer pat.dixon@cityoflondon.gov.uk
020 7332 1215

Ian Tweedie Adult Social Care Manager ian.tweedie@cityoflondon.gov.uk
202 7332 3129

PREVENT Lead

David Mackintosh Head of Community Safety david.mackintosh@cityoflondon.gov.uk
020 7332 3484

City and Hackney Safeguarding Children Board (CHSCB)

Rory McCallum 020 8356 4042 rory.mccallum@hackney.gov.uk
www.chscb.org.uk

City and Hackney Safeguarding Adults Partnership Board

Jim Gamble 020 8356 5782 adultprotection@hackney.gov.uk
www.hackney.gov.uk/safeguarding-adults-board

Police and Prevent contacts

Sadik Miah Community Policing 020 7601 2222 sadik.miah@city-of-london.police.uk
City of London Police 07903 305 166
or dial 999

Confidential anti-terrorist hotline 0800 789 321

Counter-terrorism security advisers CTS@city-of-london.police.uk

Department for Education contact to raise concerns about extremism

Helpline 020 7340 7264 counter.extremism@education.gsi.gov.uk
UK

1)Safeguarding in the City of London Corporation

Safeguarding is the statutory requirement to promote the welfare of children and adults at risk, protecting them from harm and neglect including self-harm and self-neglect. It is a duty of the City of London Corporation (City Corporation) to ensure that children and adults are safeguarded from harm. Every employee of the City Corporation has a responsibility to safeguard the welfare of children, young people and adults at risk, whatever the role of the individual, or the City Corporation service or department they work in. The City Corporation's safeguarding policy provides guidance for all City Corporation staff, members and individuals, consultants and agencies contracted by the City Corporation who may come across concerns regarding the safeguarding and protection of children, young people and adults at risk within the context of their work.

2)Adult Skills and Education Service (ASES)

As its contribution to the City Corporation strategies, the adult education curriculum is focused on:

- providing those who are economically active but unemployed with the knowledge and skills to gain sustainable employment through the development of their English, mathematics, ICT and employability skills
- providing those with low levels of English and mathematics skills to develop these skills, which allows them to progress in their own lives and support the learning of their children
- supporting those who are economically inactive to develop their physical and mental resilience to maintain their health and independence
- providing training and supporting apprenticeships, mainly for 16-18 year olds, delivered in-house and through sub-contractors, at qualification levels, 2,3 and 4.

Apprentices employed by the City Corporation and trained by them are completely covered by the City Corporation's Safeguarding Policy. Apprentices employed by the City Corporation but trained by an external organisation are covered by both the City Corporation's Safeguarding Policy and by that of the external training organisation they attend. Apprentices employed by external organisations but trained by ASES are covered both by the safeguarding policy of their employer and by that of the City Corporation.

3)The purpose of this policy document

This policy document updates previous versions of the policy, and highlights the extension of the Prevent guidance to include a greater focus on protecting learners from increasing levels of extremism in all its forms, including hate crimes, and threats to groups with protected characteristics such as aspects of gender. It also identifies the increasing prevalence of challenges to mental health, following the COVID pandemic.

The updated document provides guidance to ASES staff about their roles and responsibilities in relation to the protection of children and adults at risk in the range of different settings where our learners study. Learners within all of the safeguarded groups face the risk of abuse. It is the duty of every member of staff to prevent abuse and to take effective action when abuse is suspected or disclosed. Safeguarding incidents could happen anywhere and at any time and could be perpetrated by a range of individuals including staff, other learners and individuals external to the college, including family and friends and carers.

This policy has been developed in accordance with the principles established in the following statutory and

guidance documents:

The Children Act 1989

Safeguarding Vulnerable Groups Act 2006

Care Act 2014

Mental Capacity Act 2005

Working Together to Safeguard Children July 2018

Keeping Children Safe in Education - Statutory guidance for schools and colleges. September 2020, updated January 2021, DfE

Inspecting Safeguarding in Early Years, Education and Skills Settings 2018 Ofsted

Counter Terrorism and Security Act 2017

Updated Prevent Duty guidance for further education institutions in England and Wales HM Government 2019

City of London Corporation Safeguarding Policy 2020

Work-based learners and the Prevent statutory duty guidance for providers

September 2018, DfE

Equality Act 2010

Human Rights Act 1998

ASES will have available for reference, where appropriate, such as in Family Learning settings:

Departmental advice:

‘What to do if you are worried a child is being abused- advice for practitioners’ 2015

‘Sexual violence and sexual harassment between children in schools and colleges’ 2017 DfE

Cross reference to:

ASES Equality and Diversity policy

ASES Health and Safety policy

ASES Learner Support and Welfare policy

4) The aims of ASES safeguarding and adults at risk policy

Safeguarding encompasses a range of activities aimed at protecting an adult, child or young person's welfare and right to live safely and free from abuse and neglect.

This Policy aims:

- To provide a safe environment for children and adults at risk in which to learn
- To ensure the safe recruitment of staff and the maintenance of a single central record
- To protect children and adults from harm by identifying those at risk and taking action to ensure they are kept safe
- To protect learners by assessing risk in relation to all activities, including a focus on the prevention of being drawn into radicalism, extremism and activities such as substance abuse, knife crime and County Lines
- To provide guidance for staff on the implementation of safeguarding measures and on the internal procedures to be followed in cases of suspected abuse
- To promote understanding and build relationships by working with the Corporation and other agencies in order to develop multi-agency working and information sharing
- To establish procedures for monitoring and evaluating the effectiveness of the safeguarding arrangements.

5)Safeguarding children and adults at risk

The Children Act 1989, updated by the Care Act 2014 defines a child as a person up to their 18th birthday and up to 25 years for those with special education needs and disabilities (SEND). Young people or learners includes those up to 25 years. An 'adult at risk' or a 'vulnerable adult' is any person who is aged 18 years or over and at risk of abuse or neglect because of their need for care and or support and because they are not able to protect themselves from harm or significant exploitation.

6)Safeguarding children/young people

Safeguarding and promoting the welfare of children/ young people is defined as:

- protection from maltreatment
- preventing impairment of children's / young people's health or development
- ensuring that children / young are growing up in circumstances consistent with the provision of safe and effective care and support.
- taking action to enable all children to have the best outcomes.

7)The kinds of harms that can be experienced by young learners and adults at risk:

- neglect
- physical abuse
- sexual abuse, including sexual violence and harassment
- emotional abuse
- bullying, including cyber bullying and prejudice-based bullying
- hate crimes, such as racist, disablist, misogynistic, homophobic or transphobic abuse
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of digital technologies on sexual behaviour, such as sexting and cyber bullying
- teenage relationship abuse, including peer on peer abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity, County Lines and drug-related activity
- domestic violence
- female genital mutilation (FGM)
- forced marriage
- fabricated or induced illness
- declining mental health
- poor parenting
- other issues not listed here but that pose a risk to children, young people and adults.

All members of staff are required to acquaint themselves with the most recent copy Keeping Children Safe in Education, DFE 2020, updated January 2021, which identifies in greater detail different types of abuse, risks and harms.

8)The Prevent Duty

The Prevent duty contributes to the government's strategy to reduce the risk to the UK, and its interests overseas, from terrorism, so that people can go about their daily lives freely with confidence. The duty requires educational

establishments to have regard to the need to prevent people from being drawn into terrorism, by reducing the risks of radicalisation and ensure individuals are provided advice and support.

Radicalisation is the process whereby a person comes to support extremist views, and is drawn into activity such as terrorism or hate crimes, which in this context is seen as opposition to fundamental British values, defined as:

The rule of law
Democracy
Individual liberty
Mutual respect
Tolerance of different faiths and beliefs

CHANNEL

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being susceptible to being drawn into terrorism, through contact with a local Channel and Prevent co-ordinator.

The contacts for referrals within the corporation are provided at the start of this policy document.

The revised Prevent Duty Guidance (DfE 2019) summarises the **requirements** of colleges in terms of the main following general themes:

- The development of a risk assessment that includes all settings, identifying specific harms such as the prevalence of local criminal activity including knife crimes, county lines and drug abuse.
- Close partnerships with Prevent co-ordinators (as identified on page 2).
- Staff training to ensure governors, principals, leaders and staff use opportunities in the curriculum to educate learners about British values and have particular regard to the protected characteristics of learners as identified in the Equality Act 2010.
- Policy to provide welfare and mental health support to learners
- An IT policy to use filtering and other measures to prevent learners being drawn into terrorism or hate crimes

NOTE: FGM mandatory duty for all staff in educational setting

Teachers and other professionals must personally report to the police where they discover that an act of FGM appears to have been carried on a young person up to the age of 18. Where a learner is over 18, the concern should be raised through the usual safeguarding arrangements. (see page 23 in KCSIE 2020 for more detail).

9)Mental Capacity

Guidance to colleges in Keeping Children Safe in Education (section 41) identifies the requirement to have regard to the Mental Capacity Act, 2005. If in doubt about a learner's capacity to make decisions, for example as a result of extreme temporary anxiety, or temporary psychotic episodes, arrangements should be made for an assessment of the extent to which a learner lacks sufficient mental capacity.

10)Guidance on Policy Implementation

This section clarifies the responsibilities of all staff and steering group members. It sets out what members

of staff should do if they have any safeguarding concerns. Page 2 of this document lists the names and details of safeguarding staff and the contacts in the City Corporation.

It is the responsibility of all employees to be alert to possible indicators of abuse and to raise concerns to a Designated Safeguarding Officer. See Annex 1 for ASES reporting pro-forma.

11)Responsibilities of the ASES Steering Group

- The ASES steering group identifies a designated member with specific responsibilities for the safeguarding of young people and adults at risk and the Prevent Duty, alongside the Equality Act and the Human Rights Act
- The steering group identifies a deputy in the case of absence of designated lead
- The designated member and other members receive safeguarding and Prevent training, updated annually.
- The designated member liaises with the Principal and the Designated Safeguarding Lead over matters regarding safeguarding young people and adults at risk to ensure that:
 - the College has guidelines and policies for children/young people and adults at risk which are consistent with safeguarding, health and safety and Prevent duty statutory requirements.
 - The college follows safer recruitment practices.
 - The steering receives a monitoring report at each meeting, which includes an incidents report
 - the steering group reviews the College safeguarding and Prevent policy on an annual basis
 - the steering group liaises with, and reports to the main Corporation Board.
 - If appropriate, steering group members engage with tutors and learners and report back to the board.

12)Responsibilities of ASES senior staff

ASES senior staff should ensure that:

- they have put in place a strong, robust and proactive response to safeguarding and Prevent duty requirements, ensuring policies are up to date
- they have appointed a senior staff member as the Lead Designated Safeguarding Officer, with a deputy in case of staff absence
- all Designated Safeguarding Officers are trained to the appropriate level, and updated at least once a year
- they receive annual, updated safeguarding young people and adults at risk and Prevent training
- all staff who have contact with learners, including IAG officers, additional support staff, welfare officers, tutors and assessors are required to acquaint themselves with the key safeguarding documents, and receive relevant updates
- they have put in place effective safeguarding and staff response to incidents arrangements, that are well understood by everyone in the setting.
- they have arrangements in place to monitor the effectiveness of the safeguarding, health and safety and Prevent policies they prepare a safeguarding and Prevent monitoring report to each meeting of the ASES steering group
- they arrange for support to ASES staff members of staff who have been distressed by a safeguarding case.
- they have put in place arrangements which set out clearly the processes for sharing information with other multi-agency professionals including the Local Safeguarding Children Board or the Local Safeguarding Adults Board, as appropriate.
- they have an agreement with the City Corporation for assessment under the Mental Capacity Act, for any learn who may lack capacity to make decisions.
- tutors and assessors receive guidance and training to enable them to integrate aspects of the Prevent

duty into their learning programmes

- tutors and assessors receive guidance about the possible consequences of Covid for the mental health and well-being of learners, particularly the most vulnerable
- tutors and assessors know how to reinforce digital safety measures
- health and safety procedures are followed in all settings, including in particular, the different contexts for the apprenticeship programmes

13)Responsibilities of ASES designated safeguarding officers

ASES designated safeguarding officers should ensure that:

- learners know how to raise safeguarding issues and understand the process for doing so
- learners know that they will be listened to, and that their concerns will be taken seriously
- staff in all settings have had appropriate, up to date training in safeguarding, health and safety and Prevent and that records of training and attendance are maintained
- the single central record of DBS and pre-appointment checks is up-to-date and accurate, including subcontractors' practice
- action taken in response to any safeguarding concerns, is effective and in line with ASES and City Corporation guidelines
- ASES staff are advised appropriately about multiagency partner contacts in other authorities in order to prevent learners from further harm. These include Channel arrangements.
- any allegation of abuse made against a tutor or other member of staff or volunteer is responded to quickly, in a fair and consistent way that provides effective protection for the learner and at the same time supports the person who is the subject of the allegation.
- Records are kept of any young people or adults identified as at risk and any actions taken are monitored.

14)Responsibilities of ASES tutors and assessors

ASES Tutors and assessors should:

- fully comply with the college's safeguarding and Prevent procedures by reporting all concerns or possible indicators of abuse to a College Designated Safeguarding Officer.
- attend all safeguarding on-line or face to face safeguarding training events.
- acquaint themselves with the most recent safeguarding and Prevent guidelines, and documents, and any subsequent updates.
- fully comply with the College's health and safety policies and procedures, including advising their line manager of any injury or incident.
- ensure at induction, and on subsequent occasions identified in their schemes of work, learners know who their safeguarding contact is and how to contact them.
- use every opportunity, starting with induction to protect learners, and try to prevent abuse by raising their awareness of increasing harms, for example, local incidents of drugs and knife crime
- pay attention to learners' welfare, well-being and mental health.
- promote British Values, for example, by treating everyone fairly with dignity and respect, challenging prejudiced behaviours, and by encouraging learners to do the same.
- be alert to signs of abuse and grooming or to signs of fragile mental health.
- be vigilant in advising learners about ways to protect themselves against cyberbullying, abuse and extremism, and implement ASES on-line policy.
- make sure not to share personal information and personal e-mail addresses with others.

ASES staff on apprenticeship programmes must:

- ensure that employers know that they are responsible for health and safety while apprentices are on the employers' premise.
- take reasonable steps to check that the employer manages risks effectively.
- provide employers with a safeguarding briefing when new learners arrive.
- inform employers that they must alert ASES if any safeguarding and/or health & safety concerns.
- provide guidance, either through the assessor or through the safeguarding officer.
- provide the employer with a safeguarding report form, ask the person responsible to complete it or support him/or her with the process.
- advise on any steps to be taken to safeguard the young person.

If tutors or assessors notice safeguarding or health and safety issues, they must pass concerns to the employer and contact the safeguarding officer.

Given the increase in remote learning during COVID and the requirements of the Prevent duty, tutors and assessors should take steps to reduce **online risks** to learners by:

- warning them of the danger of being exposed to illegal, inappropriate or harmful material, such as fake news, pornography, racist, misogynistic or extremist radical views.
- warning them of the danger of being subjected to harmful online interaction with other users, such as adults posing as young people.
- explaining to them how personal online behaviour may cause harm: for example, making, sending or receiving explicit images, or online bullying.

15) Response to safeguarding disclosures

ASES staff should follow these guidelines where a young person or adult at risk discloses issues of concern:

1. Listen carefully and take notes.
2. Question without pressure to be sure that what is being said is properly understood.
3. Avoid any leading questions: focus on the facts if you can.
4. Reassure the individual concerned that s/he has done the right thing
5. Explain to the individual who has disclosed that the information must be passed on but only to those who need to know about it.
6. Do not promise that the matter will remain confidential.
7. Do not attempt to investigate the concerns yourself.
8. Alert your safeguarding officer immediately
9. If you cannot raise your allocated or lead safeguarding officer and the matter is urgent, you contact one of the other ASES safeguarding officers or, a City Corporation safeguarding contact, or the Head of Service, or, if sufficiently serious, the police.
10. Record your concern on the ASES on-line safeguarding form (Annex 1) as soon as you are able to.
11. Co-operate if the safeguarding officer involves you in recording action taken and outcomes.

Anyone with a concern about another staff member, should notify the Head of Service, Barbara Hamilton, Barbara.Hamilton@cityoflondon.gov.uk . If you have a concern about the Head of Service, contact the City Corporation Local Authority Delegated Officer (LADO) (see page 2 of this document for contact details).

16)Policy monitoring

Senior staff will provide reports to each ASES Steering Group meeting to outline the actions they have taken to implement their policy and provide evidence of their impact. Where they have identified shortfalls in expectations, they will prepare an action plan for review at the next meeting.

They will monitor provision to ensure that:

- staff at all levels, and steering group members, receive safeguarding and Prevent training at an appropriate level, and that this is updated annually.
- policy guidance is up to date and the ASES Safeguarding Young People and Adults and Prevent policy is reviewed and updated annually.
- the ASES steering group receives an update on the monitoring of safeguarding at every meeting.
- all staff have copies of the most up to date policy and supporting guidance documentation and know what their specific responsibilities are.
- safer recruitment policies are fully implemented, including pre-employment checks and maintenance of the single central record.
- all staff follow the requirements in the event of disclosure or the detection of possible abuse or radicalisation, and extra guidance is given in the event of any errors or misunderstandings.
- appropriate guidelines are followed in the event of a disclosure about a staff member.
- records of any Safeguarding and Prevent incidents are maintained in an annual log and reported to the ASES Steering Group in every meeting.
- information about young people and adults at risk is recorded and shared as appropriate with named multi-agency partners.
- tutors and assessors can demonstrate how they have used the curriculum to inform and protect learners
- learners know how to keep themselves safe on-line and how to protect themselves from being drawn into activity such as hate crime or terrorism.
- learners know who to contact in the event of any concerns.
- learners have an understanding how to behave with respect towards others and demonstrate this in lessons and in on-line contact with other learners
- Designated safeguarding officers, tutors and assessors follow the policy responsibilities in respect of apprenticeship provision
- appropriate action is taken to ensure that safeguarding arrangements for apprentices are in place, to avoid possible duplication in external settings.

Annex 1: ASES Safeguarding/Prevent Report Form

Please complete as much of this form as you can but don't worry if you do not have all details to hand. They can be sorted out later. The most important is to record the learner's name, the reason why you are raising a safeguarding issue, and your details.

1 Learner details

Learner name		Date of birth age	
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Learner address	
Learner contact number mobile/home	
If you know, please give details of name(s) of household members and relationship(s) to the learner	

2 Information relating to the safeguarding/prevent incident or allegation

Date, time and context of disclosure	
---	--

What did the learner tell you and/or what did you observe?	
(Continue on reverse or use separate sheet as necessary)	
Is the learner aware that this referral is being made?	Yes / No

In your opinion, is the learner at risk of harm or abuse? <i>[to tick boxes double click on box and select checked]</i>			
	Low	Medium	High
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Staff member details

Staff name	
Email	
Contact number	
ACL/Apprenticeship area	

4 To be completed by a member of the safeguarding team

Name	
Date & time of referral to you	
Initial outcome of the referral and any action taken	
Details of any onward internal ASES referral	
Name of person taking internal referral	
Date & time of internal ASES referral	
Details of any onward external referral	
Name of person taking referral	
Date & time of external referral	
Any communication requirements, eg interpreting needs	
Has consent been sought from parents/ carers before making this referral?	

7. HAS THERE BEEN PREVIOUS STATUTORY OR SPECIALIST INVOLVEMENT?					
[to tick boxes double click on box and select checked]					
Children's Social Care	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Child and Adolescent Mental Health Service CAMHS	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Special Educational Needs or Disability	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Borough School Attendance Service / Education Welfare Service	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Specialist Health	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Prevent	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Adult Services – (Mental Health /Drug or Alcohol Abuse /Disability /DV /Housing)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Youth Justice Service	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Police/Probation/	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
New to Borough	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Other	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>

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Committee:	Dated:
Safeguarding Sub-Committee (Community and Children's Services) – For information	11/10/2021
Adult Safeguarding Sub-Committee – For information	24/11/2021
Subject: Adult Safeguarding Performance Report, Q1 2021/22	Public Non-Public: Appendix 1
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2 and 3
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Glory Nyero, Performance Analyst	

Summary

This report informs Members of the level and nature of adult safeguarding concerns received by the City of London Corporation during quarter one (Q1) of 2021/22. During this period, the Adult Social Care (ASC) team received 13 new safeguarding concerns, of which four were within the authority. Two progressed to an enquiry stage but none were yet to conclude during this period.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. This report sets out information relating to adult safeguarding for the Q1 period, April to June 2021.
2. Safeguarding concerns are raised where concern is expressed for an adult at risk, either by the individual themselves, their family or friends, care workers, volunteers, or other professionals.

3. An adult at risk is a person aged 18 or over who needs care and support, regardless of whether they are receiving it. This may be because of a mental health issue, learning or other disability, age or illness, or because they are, or may be, unable to take care of themselves against significant abuse or neglect. There are approximately 175 adult service users of the ASC team.
4. The Care Act 2014 places a duty on the City of London Corporation to make enquiries – known as Section 42 (S42) enquiries – if it is reasonable to suspect that an adult is, or is at risk of, being abused or neglected. Risk is evaluated and re-evaluated throughout the process – from the concern stage through to protection plans and closure – according to defined thresholds.
5. The City of London Corporation's safeguarding practice is focused on making safeguarding personal by working with the individual to identify the difference or outcome that they want to achieve to improve their safety and wellbeing. The process is evaluated by assessing whether the individual feels these outcomes have been achieved. Measures used to demonstrate that safeguarding is personalised are:
 - people are asked for their desired outcomes
 - people are satisfied with the outcomes.

Current Position – Safeguarding Concerns During the Quarter

6. During Q1 of 2021/22, the City of London Corporation received four new safeguarding concerns within the authority, compared to eight received during Q4 2020/21. A further nine referrals were received, relating to safeguarding concerns outside the Square Mile, and were referred to the appropriate authority, making 13 in total.
7. During this period, two of the four concerns within the City met the S42 criteria and progressed to an enquiry stage. The remaining concern did not meet the criteria for an enquiry

Corporate & Strategic Implications

8. Financial implications – N/A
9. Resource implications – N/A
10. Legal implications – N/A
11. Risk implications – N/A
12. Equalities implications – N/A
13. Climate implications – N/A
14. Security implications – N/A

Conclusion

15. During Q1 2021/22, of the two S42 Enquiries none concluded by the end of the reporting period. Although there were 3 conclusions during this period, these concerns did not develop to a S42 enquiry. In terms of MSP, as there were no 16 concluded S42 cases by the time the Q1 period ended this KPI will be completed during Q2 21/22 whereby it will be likely these cases have been concluded.

Appendices

- Appendix 1 – Q1 2021/22 Adult Safeguarding Activity (Non-Public)

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Committee:	Dated:
Safeguarding Sub-Committee (Community and Children's Services) – For information	11/10/2021
Adult Safeguarding Sub-Committee – For information	01/09/2021
Subject: Adult Safeguarding Performance Report, Q4 2020/21	Public Non-Public: Appendix 1 & 2
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2 and 3
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Glory Nyero, Performance Analyst	

Summary

This report informs Members of the level and nature of adult safeguarding concerns received by the City of London Corporation during quarter four (Q4) of 2020/21. During this period, the Adult Social Care (ASC) team received 15 new safeguarding concerns, of which eight were within the authority. Four progressed to an enquiry stage and, of these, two concluded during this period. However, in total there were 10 enquiries during Q4 as six developed from a concern in prior quarters during 2020/21. In total, there were 16 conclusions during Q4 2020/21.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. This report sets out information relating to adult safeguarding for the Q4 period, January to March 2021.

2. Safeguarding concerns are raised where concern is expressed for an adult at risk, either by the individual themselves, their family or friends, care workers, volunteers, or other professionals.
3. An adult at risk is a person aged 18 or over who needs care and support, regardless of whether they are receiving it. This may be because of a mental health issue, learning or other disability, age or illness, or because they are, or may be, unable to take care of themselves against significant abuse or neglect. There are approximately 175 adult service users of the ASC team.
4. The Care Act 2014 places a duty on the City of London Corporation to make enquiries – known as Section 42 (S42) enquiries – if it is reasonable to suspect that an adult is, or is at risk of, being abused or neglected. Risk is evaluated and re-evaluated throughout the process – from the concern stage through to protection plans and closure – according to defined thresholds.
5. The City of London Corporation's safeguarding practice is focused on making safeguarding personal by working with the individual to identify the difference or outcome that they want to achieve to improve their safety and wellbeing. The process is evaluated by assessing whether the individual feels these outcomes have been achieved. Measures used to demonstrate that safeguarding is personalised are:
 - people are asked for their desired outcomes
 - people are satisfied with the outcomes.

Current Position – Safeguarding Concerns During the Quarter

6. During Q4 of 2020/21, the City of London Corporation received eight new safeguarding concerns within the authority, compared to 20 received during Q3 2020/21. A further seven referrals were received, relating to safeguarding concerns outside the Square Mile, and were referred to the appropriate authority, making 15 in total.
7. During this period, four of the eight concerns within the City met the S42 criteria and progressed to an enquiry stage. The remaining concern did not meet the criteria for an enquiry

Corporate & Strategic Implications

8. Financial implications – N/A
9. Resource implications – N/A
10. Legal implications – N/A
11. Risk implications – N/A
12. Equalities implications – N/A
13. Climate implications – N/A
14. Security implications – N/A

Conclusion

15. During Q4 2020/21, of the 16 concluded S42 cases, there were 10 where MSP was asked and, of those: six (60%) were fully achieved; one (10%) was partially achieved; one (10%) was not achieved and two (20%) were regarded 'not applicable' as their outcome was not expressed.

Appendices

- Appendix 1 – Q4 2020/21 Adult Safeguarding Activity (Non-Public)
- Appendix 2 – 2020/21 YTD Adult Safeguarding Activity (Non-Public)

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Committee:	Dated:
Safeguarding Sub-Committee	11/10/2021
Subject: Children and Families Service Performance – Month 3 2021/22 (June 2021)	Public Appendix 1 & 2: non-Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2 and 3
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Robert Wood, Senior Performance Analyst	

Summary

This report updates Members on service performance across the Children and Families Service. It demonstrates where performance meets our statutory obligations and targets and identifies where action was taken for improvement in specific areas.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. The Children and Families Service at the City of London Corporation provides a range of services including Early Help, child protection, and supporting care leavers.
2. The service collects and monitors a range of performance information to ensure that statutory duties are being met, and that services are delivering the best possible outcomes for children, young people and families.

3. Appendix 1 presents the performance dashboard from 1 April to 30 June 2021 month 3 (June) 2021/22. It provides an overall summary of performance in each of the service areas and then more detailed information in each area.
4. Appendix 2 provides a glossary of some of the terms used in the performance dashboard.

Current Position

5. Overall, performance across the service is good, meeting a range of statutory requirements and local targets, and comparing well with regional or national benchmarks.
6. It should be noted that, due to small numbers in children's services cohorts in the City of London Corporation, there can sometimes be significant variance in out-turns. These are noted where this is an issue.

Headlines

7. Levels of demand have increased in Quarter 1 (Q1) 2021/22 compared to 2020/21. In Q1, there were 116 contacts compared to 76 in Q4 2020/21, and 257 in total for the whole of 2020/21. Whereas the numbers of Children in Need in the City of London has decreased from 19 at the end of Q1 compared to 21 at the end of 2020/21.
8. Following the ending of COVID-19 stay-at-home restrictions in March 2021, there was a small increase in visits to Children in Need from 19 in Q4 2020/21 to 25 in Q1 2021/22.
9. There were eight Child Protection visits in Q1 2021/22 compared to 11 for Q4 2020/21, based on three children on Child Protection Plans at the end of each period.
10. The number of children looked after by the City of London decreased by one from 20 at the end of 2020/21 to 19 at Q1 2021/22. Of these young people, 16 (84%) were unaccompanied asylum-seeking children.
11. The Multi-Agency Safeguarding Hub (MASH) recorded six contacts in Q1 2021/22 (5% of the 116 contacts received at the front door), which compared to 7% of contacts in total for the whole of 2020/21. There were no Early Help Referrals in Q1 2021/22, which compared to 12 in 2020/21.
12. At the end of Q1 2021/22, 100% of the nine assessments authorised in the period were completed within 45 days. This compares to 37 of 41 assessments (90%) authorised in the whole of 2020/21.
13. There were 44 care leavers at the end of Q1 2021/22 compared to 42 at the end of 2020/21.

Corporate & Strategic Implications

- 14. Financial implications – N/A
- 15. Resource implications – N/A
- 16. Legal implications – N/A
- 17. Risk implications – N/A
- 18. Equalities implications – N/A
- 19. Climate implications – N/A
- 20. Security implications – N/A

Conclusion

- 21. This report provides a summary of performance data from the Children and Families Service from 1 April to 30 June 2021, comparing it to the previous quarter or year's performance and other benchmarks where appropriate.
- 22. It demonstrates strong performance across the service, with some specific areas where some action was taken for improvement. These areas are all now back on a positive trajectory.

Appendices

- Appendix 1 – Children and Families Service Performance Dashboard June YTD 2021/22 (non-Public)
- Appendix 2 – Glossary for Performance Dashboard (non-Public)

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Committee(s): Community and Children's Services Committee City of London Health and Wellbeing Board City of London Safer City Partnership City of London Members Safeguarding Sub-Committee	Date(s): 08/11/2021 17/09/2021 27/09/2021 11/10/2021
Subject: City and Hackney Safeguarding Adults Board Annual Report 2019/20	Public
Report of: Dr Adi Cooper, Independent Chair of the City and Hackney Safeguarding Adults Board	For Information
Report author: Raynor Griffiths, City and Hackney Safeguarding Adults Board Manager	

1. SUMMARY

The City and Hackney Safeguarding Adults Board (the Board) is a statutory board required under s43 of the Care Act 2014. The Board has three statutory functions:

- 1) Develop and publish a strategic plan outlining how the Board will meet its objectives
- 2) Publish an annual report detailing the safeguarding achievements for that financial year
- 3) Commission Safeguarding Adults Reviews (SARs) for any cases which meet the criteria

This report outlines the Board's annual report for 2020/21. It focuses on the response to Covid-19, key achievements, data for 2020/21 and future priorities for the Board.

2. RECOMMENDATION(S)

For information only

3. BACKGROUND

1.1 The City and Hackney Safeguarding Adults Board is a multi-agency partnership, represented by statutory and non-statutory stakeholders. The role of the Board is to assure itself that robust safeguarding procedures are in place across the City and Hackney to protect adults with care and support needs who are at risk of abuse and neglect. Where abuse and neglect does occur the Board and its partners are committed to tackling this and promoting person-centred care for all adults experiencing abuse or neglect. The annual report sets out an

appraisal of safeguarding adults' activity across the City of London and Hackney in 2020/21.

City and Hackney Safeguarding Adults Board Annual Report 2020/21

Key achievements

3.1 In line with its strategy, some of the key achievements for the Board in 2020/21 include:

- 1) The Board managed to ensure that all its statutory obligations were delivered during Covid-19. This included the delivery of the Board's work plan and the publication of two Safeguarding Adults Reviews.
- 2) The Board undertook the following activities in response to Covid-19:
 - i. Met on a monthly basis to review and respond to safeguarding issues that were identified by agencies during the course of the pandemic
 - ii. The group sought assurances from partners by auditing their safeguarding response to adults with care and support needs at risk of abuse and neglect. The results were analysed and used to inform what information should be included in the key safeguarding messages for residents' poster/leaflet
 - iii. The group identified safeguarding issues that have affected residents during the lockdown period and incorporated them into the Board's strategic plan for 2021/22.
- 3) The Board published two Safeguarding Adults Reviews: MS, which examined the death of a man experiencing multiple exclusion homelessness and Mr EF, which reviewed the death of a man in a house fire. The Board has initiated a SAR action plan task and finish group designed to ensure that action plans are embedded into practice and to identify how well learning from SARs has been embedded into practice. Both SARs can be found:
<https://hackney.gov.uk/chsab-sars>
- 4) The Board has continued to work with the Community Safety Partnerships in City and Hackney and Children's Safeguarding Partnership to deliver the action plan in respect of the Transitional Safeguarding Task and Finish group. The group aims to identify how to better support 16 - 25 year olds with their safeguarding needs. The group has moved onto the next phase of work which is the delivery of a second action plan designed to help practitioners develop their safeguarding response to young people.
- 5) A total of 420 people attended the Board training in 2020/2021. This included new training around safeguarding, mental health and social isolation and advocacy training as well as the SAR learning events.
- 6) The Board held a Safeguarding Adults Week in line with the National Safeguarding Adults Week which took place between 16 – 22nd November 2020. During this week, 189 practitioners attended bitesize training put on by the Board, there were two events for residents and a poster published on how to get involved with the work of the Board.
- 7) The Board undertook a scoping exercise to understand the challenges that professionals faced when working with individuals who may lack executive

mental capacity. Using this information, the Board has committed to undertaking a number of actions to help support staff. These actions include updating the Board's self-neglect and hoarding policy and are included in the Board's strategic plan for 2021/22.

- 8) The Board published four newsletters for the public updating residents on the Board's work and safeguarding issues that residents should be aware of. A poster was also published on how people could keep safe during the lockdown period and the Board's safeguarding champions were provided with refresher training.

Areas for further development

3.2 The Board was unable to meet its goals in relation to the following, and will continue to work on these into 2020/21:

- 1) The Board was unable to recruit Lay Members or Peer-to-Peer Supporters to the Board. However, in the forthcoming year the Board is working with London ADASS to identify three residents with lived experience of safeguarding to represent the City and Hackney at the London Safeguarding Voices Group
- 2) The Board had to postpone plans to hold events for residents due to the Covid-19 pandemic. Whilst there has been a small number of virtual events for residents, the lack of face-to-face meetings has limited the opportunity to continue to build relationships with residents. In the forthcoming year the Board will look to engage with existing service user networks and also to resume face-to-face events when it is safe to do so.
- 3) The Board had to cancel plans to deliver a multi-agency case file audit into the safeguarding response to self-neglect due to the cyberattack. The audit is currently in the process of being initiated.

Data sets for 2020/21

The key information was identified from the City of London data set:

- There were 57 safeguarding concerns raised, of which 38 concerns led to a section 42 enquiry. This is an increase on the previous year where there were 48 concerns and 22 section 42 enquiries.
- The most common forms of abuse were: neglect and acts of omission, self-neglect, domestic abuse and physical abuse
- In line with national trends, abuse was most likely to happen in the person's own home by someone known to them
- Of the 43 concluded cases, 24 expressed their desired outcome. There were 23 people who had their desired outcomes fully achieved or partially achieved.

Priorities for 2020/21

3.3 The Board has set itself the following strategic priorities for 2021/22:

- 1) To review the Strategy to ensure that the objectives included in it are still appropriate and to identify any additional objectives that needed to be included into the strategy
- 2) To ensure that core safeguarding is embedded throughout Adult Social Care and key partners in the City and Hackney
- 3) To identify and respond to any safeguarding issues that arise as a result of the recovery from Covid-19
- 4) To engage with the voluntary sector through bi-monthly learning sessions and monthly safeguarding bulletins
- 5) The Board will identify three people with lived experience of safeguarding to join the London ADASS Safeguarding Voices Group, which brings together service users to help influence regional change in relation to safeguarding
- 6) To review and address the issue of digital safety and financial scams, which were identified as an issue when reviewing data
- 7) The Board will be contributing to research being undertaken by King's College London and the Policy Research Unit in the Health and Social Care Workforce. The focus of the project is on adult safeguarding responses to homelessness and self-neglect. This takes forward the Board's commitment to responding to safeguarding issues affecting people who are experiencing homelessness
- 8) Preparing for the introduction of the Liberty Protection Safeguards, which has been postponed nationally until April 2022: and continue to check with partners that they are prepared for the launch
- 9) The Board will look at how well learning from Safeguarding Adults Reviews is embedded into practice and how the Board can improve engagement with learning.

Appendices

- Appendix 1 – City and Hackney Safeguarding Adults Board Annual Report 2020 – 21

Raynor Griffiths

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CHSAB Annual Report 2020–21

**People should be able to live a life free from harm
in communities that are intolerant of abuse, work
together to prevent abuse and know what to do
when it happens**

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Message from the Independent Chair

I am very pleased to introduce the Annual Report for the City and Hackney Safeguarding Adults Board 2020/21. As the Independent Chair of the Board, I continue to be very grateful to all partners for their contributions to the Board, and their ongoing support. The partnership has continued to grow and develop, as reflected in this annual report, despite the challenges of the Covid-19 pandemic and lockdowns. As this report shows, all the partners of the Board have continued to deliver services, provide care and support to residents, and respond to changing safeguarding needs and risks. They have provided assurance that they continued to meet their safeguarding responsibilities during this challenging time. I commend the incredible hard work, dedication, and commitment of health, social care staff and all the key workers who have kept everything going during lockdowns. I am extremely grateful to everyone – staff, volunteers and residents – for their endeavours to support those who are at risk of abuse or neglect in City and Hackney. We recognise the tremendous impact that Covid-19 has had on everyone personally, mourn the deaths of residents who died, acknowledge the grief of their families and friends as well.



Further, the cyber-attack on Hackney Council has had a significant impact on Council business, including limiting what we can include in this year's report.

The annual report is important because it shows what the Board aimed to achieve during 2020/21 and what we have been able to achieve, despite the Covid-19 pandemic. It provides a picture of who is safeguarded in the City and Hackney, in what circumstances and why. This helps us to know what we should be focussing on for the future. The Delivery Plan for 2021/22, which says what we want to achieve during the year, has been reviewed in the light of the ongoing challenges in responding to Covid-19 pandemic. However, we hope to be able to be back to 'business as usual' next year.

There continues to be significant pressures on partners in terms of resources and capacity, especially with the long term impacts of the Covid-19 pandemic, so I want to thank all partners and those who have engaged in the work of the Board, for their considerable time and effort continuing to safeguard City and Hackney residents.

There is a lot that we need to do and want to do to reduce the risks of abuse and neglect in our communities and support people who are most vulnerable to these risks. This is a journey that we are all making together, and I look forward to chairing the partnership in the next year to continue this journey.

Dr Adi Cooper OBE,
Independent Chair City and Hackney Safeguarding Adults Board
June 2021

What is the Safeguarding Adults Board?

Role

The City and Hackney Safeguarding Adults Board (CHSAB) is a partnership of statutory and non-statutory organisations representing health, care, criminal justice, voluntary sector and residents who use services in the City of London and Hackney. The role of the CHSAB is to seek assurance from organisations that there are effective adult safeguarding arrangements in place, to protect adults with care and support needs and help prevent abuse and neglect across the City and Hackney.

The CHSAB has three core duties under the Care Act 2014 that it must fulfil by law:

- 1) Develop and publish a Strategic Plan outlining how it will meet our objectives and how our partners will help each other to achieve this
- 2) Publish an Annual Report detailing what it has done to help safeguard the community and how successful it has been in achieving this
- 3) Commission Safeguarding Adults Reviews (SARs) for any cases that meet the criteria.

In addition to this, the CHSAB is able to involve itself or lead work around any other adult safeguarding issues it feels appropriate.

Membership

The CHSAB has three statutory partners: the Local Authority, Clinical Commissioning Group and Police service as well as a number of non-statutory partners. This year the CHSAB welcomed representatives from the Department of Work and Pensions, Turning Point and the City of London's Housing and Commissioning teams to the Board.

A full list of CHSAB partners and their attendance at the quarterly Board meetings is provided below:

2019-20	
Independent Chair	100%
London Borough of Hackney ASC	100%
City of London Corporation	75%
City & Hackney CCG	100%
Homerton University Hospital	100%
Barts Health NHS Trust	25%
East London NHS Foundation Trust	75%

2019-20	
London Fire Brigade	50%
Metropolitan Police	75%
City of London Police	75%
National Probation Service	25%
Healthwatch Hackney	75%
HCVS	100%
Age UK East London	0%
The Advocacy Project	25%

Principles

The Board's strategy and annual plans are underpinned by the six safeguarding principles:

- Prevention** – It is better to take action before harm occurs.
"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."
- Empowerment** – People are supported and encouraged to make their own decisions and informed consent.
"I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens."
- Proportionality** – The least intrusive response appropriate to the risk presented.
"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."
- Protection** – Support and representation for those in greatest need.
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."
- Partnership** – Local solutions through services working together and with their communities. Services share information safely and each service has a workforce well trained in safeguarding. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."
- Accountability** – Accountability and transparency in delivering safeguarding.
"I understand the role of everyone involved in my life and so do they."

Board Governance

Sub-groups

The Board has several subgroups in place to ensure the delivery of our annual priorities:

Quality Assurance:

This group examines quantitative and qualitative information about safeguarding across the City and Hackney. This information is provided to the Executive group and helps inform the work and priorities of the Board.

Safeguarding Adults and Case

Review: This group fulfils the s44 Care Act duty by considering requests for a Safeguarding Adults Review (SAR). The group reviews referrals and makes recommendations to the Chair when it considers a SAR is required.

Workforce development:

This group is responsible for ensuring that the Board identifies and offers safeguarding training and development opportunities for frontline professionals. It is also responsible for quality assuring safeguarding training delivered by partners.

There are also a number of task and finish groups to help the Board deliver specific projects that are included in the annual strategic plan:

Transitional safeguarding:

The task and finish group is responsible for identifying how to better support young people aged 16 - 25 years old with their safeguarding needs around exploitation and abuse. This is a joint task and finish group on behalf of the City and Hackney Safeguarding Children's Partnership and Hackney Community Safety Partnership as well as the CHSAB.

The work of the sub and task and finish groups is overseen by the Executive Group, whose role it is to monitor the progress of work undertaken by the groups and identify any other work the Board needs to undertake. There are also quarterly CHSAB meetings attended by the whole partnership, this allows for discussions on key safeguarding issues, networking and identifying further opportunities for partnership working.

City of London Adult Safeguarding Committee

The City of London has a Safeguarding Adult Committee, which focuses on safeguarding issues affecting residents living in the City of London. The Committee meets quarterly, where it reviews its progress against CHSAB and City of London priorities and where partners share their responses and responsibilities in relation to different safeguarding issues. The City of London had the following priorities for 2020/21:

- Homelessness
- Transitional safeguarding
- Out-of-Borough placements
- Reconfiguring safeguarding sub-committee meetings.

CHSAB strategic links

The CHSAB has links with partnerships and boards working with residents in the City of London and Hackney, including: the City and Hackney Safeguarding Children's Partnership, Community Safety Partnerships and Health and Wellbeing Boards. The Board will also engage with other partnerships where there may be opportunities to work collaboratively or provide adult safeguarding expertise.

Budget

In 2020/21 the Board requested total contributions of £212,950 from the partners listed below:

Partners Income	Received (£)
City of London Corporation	(28,875)
East London NHS Foundation Trust	(27,500)
Homerton University Hospital	(12,000)
NHS City and Hackney CCG	(20,000)
Metropolitan Police Authority	(5,000)
Bart's and London NHS Trust	(5,000)
City of London Police	(4,400)
London Fire Brigade	(500)
LB Hackney	(109, 675)
Total income	(212,950)

The expenditure for the Board in 2020/21 was:

CHSAB Expenditure	Amount (£)
Staff Related	112,921
External Training	7,820
Independent Chair	19,713
Miscellaneous Expenses	2,090
Other Planned Expenses & SARs	-
Service Overheads	37,832
Total income	180,376

The Board has made the decision to keep the partner contributions the same on the basis that there is a current reserve fund to meet any unplanned expenditure that may be incurred in this financial year.

Supporting the CHSAB

The CHSAB has a full-time Board Manager and Business Support Officer to manage the work of the Board.

CHSAB Achievements for 2020/21

Despite the Covid-19 pandemic and lockdowns, the Board was able to deliver many of its priorities during this year. This section outlines the work that the Board achieved in 2020/21:

Response to Covid-19

During 2020/21 partner agencies have been working extremely hard to respond to the Covid-19 pandemic and its impact. When the pandemic and lockdown started in March 2020, the Board made the decision to postpone meetings to allow agencies to respond to the outbreak. However, business resumed as usual in May 2020 with virtual monthly Executive Group meetings to ensure that partners had the opportunity to discuss, identify and respond to safeguarding issues emerging from Covid-19 and its impact.

The Executive group undertook the following work in response to Covid-19:

- 1) Met on a monthly basis to discuss safeguarding issues and themes that agencies had identified throughout the course of the pandemic.
- 2) The group sought assurance from partners regarding their response to adults with care and support needs who are at risk of abuse or neglect and that they were meeting their statutory responsibilities.
- 3) The group revised the Board's annual strategic plan to incorporate a section on the response to Covid-19 and modify any actions that were no longer achievable due to Covid-19. More information on what the Board was not able to achieve is included on page 13.
- 4) The group reviewed data in relation to safeguarding during the lockdown period to identify how the outbreak had impacted safeguarding in the City and Hackney. More information on this can be found in the data section of this report on page 23.
- 5) The group asked partners to audit their safeguarding referrals over the course of two weeks during the lockdown period in September 2020. The results were analysed and used to inform what information should be included in the key safeguarding messages for residents' poster/ leaflet.

- 6) As mentioned in point 5, the Board produced a poster on how residents can keep safe during the second and third lockdowns. This was disseminated to residents across the City and Hackney.
- 7) The group identified key safeguarding issues that should be addressed in the Board's strategic plan for 2021/22, this includes work around the Covid-19 recovery and the launch of a project on digital safety and financial scams.

Safeguarding Adults Review (SARs)

- The Board published two SARs: regarding MS and Mr EF - more information on both reviews can be found on page 14.
- The Board considered five potential SARs. Four cases did not meet the criteria for a SAR, one met the criteria for a discretionary review and three cases led to further actions being taken, such as collection of case studies. The findings from the discretionary SAR will be included in the Board's 2021/22 annual report.
- The Board has identified learning and actions to take from the National Analysis of SARs undertaken by Professor Michael Preston-Shoot and Professor Suzy Braye (<https://www.local.gov.uk/publications/analysis-safeguarding-adult-reviews-april-2017-march-2019>). In response to the report, the Board has updated its SAR policies and undertaken an exercise analysing all the actions from SARs that have been completed.

Training and engagement with professionals

- Due to the Covid-19 pandemic, the Board reviewed how training was delivered, opting to deliver all training packages virtually during 2020/21.
- Every year the Board has put on safeguarding training for professionals working in the City and Hackney. The Board offered new training on safeguarding, mental health and social isolation and advocacy. In total, 220 people attended training in 2020/21.
- The Board held a learning event for MS and one for Mr EF, each event was attended by over 100 professionals based in the City and Hackney
- The Board put on refresher training on safeguarding for the 14 safeguarding champions.

Safeguarding Adults Week (November 2020)

- The Board held a number of bitesize learning sessions on different areas of safeguarding for professionals. In total 189 people attended these virtual events. This is nearly double the attendance from the previous year.

- The Board published a poster detailing how residents can keep themselves safe during the lockdown period, which was also circulated as a leaflet.
- There were two virtual presentations held for residents, one launching the Board's Strategy and the second on how safeguarding can be made more inclusive.

Quality Assurance

- The quality assurance group undertook a scoping exercise to understand the challenges that professionals faced when working with individuals who may lack executive mental capacity¹. Using this information, the Board has committed to undertaking a number of actions to help support staff. These actions include updating the Board's self-neglect and hoarding policy and are included in the Board's strategic plan for 2021/22.
- The group reviewed data provided by partners through the new Quality Assurance Framework and created a feedback loop to the Executive Group. The Executive Group uses this information to determine areas of focus for the Board going forward.

Service user engagement

- The Board has created a poster, which was published in the London Borough of Hackney and City of London newspapers, outlining how residents can get involved in the Board's work. If you would like to find out more about this, please contact: chsab@hackney.gov.uk
- The Board published four newsletters for the public updating residents on the Board's work and safeguarding issues that residents should be aware of.

Transitional Safeguarding Task and Finish Group

- The Board had previously undertaken an exercise asking organisations working with young people aged 16 - 25 years old about the safeguarding issues affecting young people. The group used this information to create a brief outlining the safeguarding issues affecting young people and an action plan on how to take this work forward.
- The Board has delivered the transitional safeguarding action plan, which focussed on the following areas:
 - Information gathering
 - Engagement activity
 - Partnership and awareness raising

¹ This is where an adult may appear to understand and make decisions regarding actions and risks in their lives but they are not able to act upon these and therefore lack executive mental capacity.

- Work of the Context Intervention Unit
- Transitional safeguarding development in the City of London
- Data collection
- Building links with other areas of work such as probation and housing services
- The group developed and established connections with different organisations working with young people in Hackney. This includes the Youth Provider Network, Account and The Mentoring Lab.

Modern Slavery

- The Board has built links with relevant key stakeholders, including the Human Trafficking Foundation, The Salvation Army and is a member of the London Modern Day Slavery Leads Network.
- The Board and Community Safety Partnership held a workshop for London Borough of Hackney staff to build awareness of modern slavery and initiate work to understand the picture of modern slavery in Hackney.
- Following the workshop, the Board sent out a questionnaire to different services in the London Borough of Hackney relating to their experiences and understanding of slavery. This information has been used to inform the key priorities regarding modern slavery going forward into 2021/22.

Neighbourhoods Model²

- The Board has continued to work collaboratively with the Neighbourhoods Team, through regular meetings and reporting back to the Board on the progress of the Neighbourhoods multi-agency meetings.
- The Board has provided feedback on the work undertaken by the Neighbourhoods Team in relation to training and auditing.
- The Board has fed back the findings of the MS Safeguarding Adults Review to the Neighbourhoods Team.

Engagement and partnership work

- The Board continued to expand its professionals mailing list and LinkedIn network to ensure that all professionals in the City and Hackney are up to date with safeguarding news. If you would like to join this network please contact: chsab@hackney.gov.uk
- The Board is part of the Suicide Prevention Steering Group and has contributed to this work by incorporating suicide awareness into the safeguarding awareness training package.

² The Neighbourhoods Model has established 8 neighbourhoods across the City and Hackney which are aligned to Primary Care Networks. There is a place based approach for each network where different groups and services work together to provide person-centred care in each Neighbourhood

- The Board is part of the Community Resilience Partnership, Safe and Together Domestic Abuse workstream, Resident Associations workstream, Domestic Homicide Review Group and Benefits and Housing Needs Social Worker Pilot Scheme.
- The Board delivered a number of bitesize training sessions on different areas of safeguarding to different teams across the City and Hackney. This included the Occupational Therapy, Commissioning and Integrated Learning Disability teams.
- The Community Safety Partnership led one of their meetings on transitional safeguarding. Board members attended this and provided feedback and information on the key safeguarding adult issues.

Core business

- The Board updated its risk register in light of the Covid-19 pandemic and the cyber-attack that affected the London Borough of Hackney.
- The City of London Adult Safeguarding Sub-Committee meetings were reconfigured.
- The Board received regular reports on out-of-borough placements and partner agencies preparation for the Liberty Protection Safeguards to ensure that any safeguarding issues are addressed.

National work

- The Board has contributed to the Local Government Association Insight Project which collected real-time data on safeguarding to identify national safeguarding themes arising from Covid-19.
- The Board undertook an exercise on behalf of the Association of Directors of Adult Social Services and Local Government Association identifying the issues for Safeguarding Adult Boards during Covid-19. This information was used to develop a checklist tool which Boards can use to audit their response to the Covid-19 outbreak.



What did the Board not achieve?

The Board is always ambitious in setting out its plans for driving forward work in respect of safeguarding adults in the City and Hackney. Unfortunately, it is not always possible to achieve all its goals. This year has been particularly difficult with the Covid-19 pandemic and the Board has had to reassess its goals for the year. The CHSAB was unable to achieve the following objectives:

- 1) The Board made attempts to sign up Peer-to-Peer Supporters who would be trained and responsible for signposting residents to safeguarding services. Unfortunately, not enough people signed up for this role. Going forward, the Board will look at how this role can be incorporated into the Safeguarding Champions role. The Board will also look at recruiting more Safeguarding Champions. Furthermore, the Board is working with London ADASS to recruit three residents with experience of safeguarding to represent the City and Hackney at the London Safeguarding Voices Group.
- 2) The Board has had to postpone a number of plans to hold events for residents living in the City and Hackney due to the Covid-19 pandemic. Whilst there have been a small number of service user events online, the lack of face to face meetings has limited the opportunity to build up the CHSAB's service user network. The Board is looking to engage with existing service user networks to help raise awareness of safeguarding amongst residents and will also resume face-to-face events when it is safe to do so.
- 3) The Board was unable to update all its policies, most notably the Self-Neglect and Hoarding Policy. Given the findings from the MS SAR and the work undertaken around mental capacity, the Board has a plan on how the Self-Neglect and Hoarding Policy will be updated and published as a priority, going forward.
- 4) The Board had to cancel its plans for a multi-agency case file audit into self-neglect. The audit was intended to assure the Board that its partners that there were appropriate safeguarding responses to residents experiencing self-neglect. The audit was postponed due to the cyberattack that impacted the London Borough of Hackney. This was on the basis that it was no longer possible to access all the information required for the audit. A new audit has been scheduled to take place in 2021/22.
- 5) The Board had to cancel its audit of the partnerships' safeguarding practice using the London Safeguarding Adults Partnership Audit Tool and the planned challenge event due to the second wave of the Covid-19 pandemic. This event was due to take place in February 2021 and was postponed until June 2021.

Safeguarding Adults Reviews (SARs)

The Board published two Safeguarding Adults Reviews for 2020/21: MS and Mr EF (<https://hackney.gov.uk/chsab-sars>). The Board has a statutory duty to undertake Safeguarding Adults Reviews under section 44 of the Care Act 2014. A SAR takes place where an adult has (i) died or suffered serious harm; (ii) it is suspected or known that it was due to abuse or neglect and (iii) there is concern that agencies could have worked better to protect the adult from harm.

Case Outline - MS SAR

MS was a Turkish (Kurdish) male, aged 63-years old with a history of homelessness, self-neglect and substance abuse. He had limited understanding of English and his engagement with services was sporadic. MS was sadly found dead at a bus stop in Stoke Newington, which he frequently stayed at during periods of homelessness. He had been living at the bus stop for a number of weeks after being evicted from a residential care home where he had been living for five months. His living conditions were very poor, he was unable to move, doubly incontinent and surrounded by bags and unopened bottles of water. There were a number of services that had tried to engage with him and get him support for his needs but he did not engage. A Coroner found that MS died of natural causes. .

Reasons for review

A decision was made to review the case on the basis that there were concerns about:

- The multi-agency response to multiple exclusion homelessness
- Understanding around mental capacity, particularly where an adult may lack executive capacity³
- How well agencies responded to MS's health and care needs
- Whether legal options were considered to support MS
- The reasonable adjustments made to support MS.

Key findings

The SAR Reviewer, Professor Michael Preston-Shoot, made a number of findings in this case, which included:

- Professionals can lack confidence in taking the lead in complex cases; however evidence suggests that allocating a lead agency or worker can be an effective way of helping an individual in the long-term.
- There were assumptions that MS had capacity to make decisions, however in cases where this is not clear staff should escalate the case or seek support from legal teams
- Little was known about MS's life and the reviewer emphasised the importance of making efforts to understand the history of an individual including their past traumas and experiences

³ This is where an adult may appear to understand and make decisions regarding actions and risks in their lives but they are not able to act upon these and therefore lack executive mental capacity.

- Assessments of MS did not lead to a safeguarding enquiry, which would have triggered an official safeguarding process to support him. It is important to ensure that professionals are aware of the legislation that exists to support rough sleepers.

Actions taken in response to the SAR

Some of the steps that the Board has taken in response to the findings of the SAR, include:

- London Borough of Hackney Adult Social Care Team has improved collaborative working with Housing and Community Safety teams. Examples of this include ensuring that there is safeguarding representation at the Street User Outreach meetings to provide support with safeguarding and legislative issues.
- London Borough of Hackney Housing Benefits Needs has used Rough Sleeper Initiative funding to provide a holistic service around the person. This includes outreach services to meet people where they are, a mental health social worker to provide expertise in this area and some emergency accommodation to provide space to stabilise. The service is also looking to enhance and formalise therapeutic interventions, and is working with East London Foundation Trust and voluntary sector partners to secure this.
- The Board is currently in the process of reviewing and amending escalation policies for complex cases so that there clarity on which panels can be utilised for support and what the process for escalation is where someone becomes very high risk of harm
- Training has been commissioned on trauma-informed approaches to safeguarding to ensure that staff have support in understanding how trauma may impact an individual's life choices and decision making.

Case outline - Mr EF

Mr EF was aged 89 and of African-Caribbean descent. He lived in London for 60 years and had a niece that he was close to and helped him with his care. Mr EF sadly died in a house fire in February 2019. The London Fire Brigade was alerted after his neighbours smelt smoke. Mr EF was found unconscious in his bedroom and unfortunately could not be resuscitated. An investigation found that the fire had likely been caused by joss sticks which had been propped into flammable items.

This review was discretionary, where the criteria for a formal Safeguarding Adults Review was not met but the SAR sub-group felt that there were valuable lessons that could be learnt from the case. The Board asked Professor Suzy Braye, who undertook the Board's previous fire death review, Mr BC (<https://hackney.gov.uk/chsab-sars>) to return to consider this case. Professor Braye audited how well the learning from the Mr BC review was embedded into practice and also identified learning from the Mr EF case.

Reasons for review

The case was reviewed on the basis there were potential concerns around:

- How well supported Mr EF was in relation to his housing needs
- How well risk, in particular fire risk, was managed in Mr EF's case
- How well was learning from the Mr BC review embedded into practice
- Multi-agency and coordinated work amongst agencies providing support to Mr EF.

Key findings

The SAR Reviewer made a number of findings in this case, which included:

- Whilst the fire risk relating to Mr EF was not obvious, the review did find that agencies needed to refamiliarise themselves with fire risk particularly where risks are not obvious
- There was opportunity for practitioners to exercise their professional curiosity in relation to Mr EF's spiritual distress and his use of joss sticks
- There was limited engagement with Mr EF's niece, who helped provide care to him, and the support she may have needed
- There were opportunities for the Board to look at learning from SARs and how we can ensure learning stays in organisational memory.

Actions taken in response to the SAR

Some of the steps that the Board has taken in response to the findings of the SAR, include:

- The Board has created a SAR action plan task and finish group, which has a dual purpose. The first is to ensure that all SAR actions are appropriately completed and to the second to identify how learning from SARs can be effectively embedded into practice
- London Borough of Hackney and London Fire Brigade are working collaboratively to create a system by which residents who are referred into Adult Social Care for support are automatically referred for a home fire safety visit
- The Board is working with the Carers Development Manager to identify how family and informal carers can be provided with greater support
- There will be refresher training and guidance provided to staff across the provider and housing networks on reducing fire risks.

CHSAB Strategy 2020-25

This section provides an update on the progress made against the CHSAB Strategy 2020-25. In 2020/21 the Board has made the following progress against the strategic priorities:

- The Board's quality assurance sub-group regularly collected data on the use of advocates and will continue to analyse this over the next year
- There was a scoping exercise undertaken regarding mental capacity, in relation to executive capacity. The findings from this work will be used to inform actions in the 2021/22 annual strategic plan
- Several Board members are members of national safeguarding networks, so that both local and national safeguarding trends are reported to the Board. This information is used to inform the Board's annual strategic priorities
- The Board regularly meets with the Neighbourhood Teams to ensure that safeguarding information is shared and incorporated into practice
- Transitional safeguarding remains a key part of the Board's agenda and continues to be included into the Board's annual strategic plan
- Safeguarding Adults Week and engagement with new groups is embedded into the Board's day-to-day business.

Priorities for 2021/22

In 2021/22 the Board will focus on the following priorities:

- 1) Reviewing the Strategy to ensure that the objectives included are still appropriate and identify any additional objectives to add to the strategy.
- 2) Delivering bi-monthly bitesize safeguarding training to staff and volunteers in community and voluntary sector services.
- 3) Addressing digital safety and financial scams issues, which were identified when analysing safeguarding data. A small task and finish group will identify any further support that can be provided to residents on these issues.
- 4) Contributing to research being undertaken by King's College London and the Policy Research Unit in the Health and Social Care Workforce. The focus of the project is on adult safeguarding responses to homelessness and self-neglect. This takes forward the Board's commitment to responding to safeguarding issues affecting people who are experiencing homelessness.
- 5) Responding to the findings from the Mr EF SAR regarding support offered to carers. The Board has addressed this in the Mr EF action plan, which will be delivered during 2021/22.
- 6) Understanding the impact of our SARs, how this has changed practice in the City and Hackney; how well learning has been embedded into practice. A task and finish group will explore and progress this work further.

- 7) Preparing for the introduction of the Liberty Protection Safeguards, which has been postponed nationally until April 2022: and continue to check with partners that they are prepared for the launch.

CHSAB Board Partners Safeguarding Achievements

This section outlines the Board Partners main achievements in relation to adult safeguarding for 2020/21:

London Borough of Hackney

- London Borough of Hackney adopted a humanitarian response to residents, ensuring that those that were shielding and those needing support received it. Adult Social Care were able to maintain effective safeguarding service throughout the pandemic and the cyber-attack affecting London Borough of Hackney, providing all adults at risk of abuse or neglect with support.
- There has been increased joint working between adult social care and rough sleeping services. People who were sleeping rough in Hackney were offered accommodation during the lockdown periods. There was positive multi-agency working between teams to ensure that wraparound support was offered to this group and to ensure any safeguarding concerns were addressed.
- Adult Social Care facilitated and co-led information forums between the CCG, City of London and the Care Quality Commission to monitor and respond to any safeguarding risks that arose in Hackney care homes as a result of the Covid-19 pandemic.

City of London Corporation

- The City of London Corporation continued work with rough sleepers to ensure that they received accommodation and support during the Covid-19 outbreaks. Specifically, a Rough Sleeper's Social Worker was recruited and there links between Adult Social Care and Rough Sleeping Services have improved.
- Multi-agency working between City of London Corporation and external agencies has continued to improve with teams benefitting from multi-agency working virtually. There has been more engagement with homelessness services, outreach teams and neighbourhoods teams. The neighbourhood model has put in place their multi-agency meeting in the City of London and this led to better engagement between agencies.
- The City of London Corporation put in place flexible support for residents during the Covid-19 pandemic. This included implementing a seven-day hospital discharge to assess model for people with complex care needs, putting in additional support for adults who were shielding, increased welfare checks and distributing personal protective equipment and food for residents and staff in need of these.



City and Hackney Clinical Commissioning Group (CCG)

- The CCG commissioned a range of services to respond to safeguarding issues arising from the pandemic. This included providing infection prevention and control advice to staff in social care settings, providing enhanced clinical care in care homes and appointing a learning disability primary care and community liaison practitioner.
- A rapid review process for Covid-19 deaths under the Learning Disability Review Programme has been put in place and any significant findings will be actioned accordingly.
- The CCG has worked across North East London offering mutual support and intelligence in relation to safeguarding risks arising during Covid-19. The CCG ensured that there was extra multi-agency support in place to help those residents who may be at risk of harm during the lockdown, this included carers, people with learning disabilities and those with long-term conditions.

Homerton University Hospital Foundation Trust

- Homerton hospital has increased the number of Mental Capacity Assessments undertaken by staff and also delivered more mental capacity training to professionals.
- There has been an increase in the number of patient safety safeguarding incidents. This has been analysed and it was found that staff were forthcoming at reporting incidents, which shows a good patient safety culture. All incidents are analysed and lessons, themes and trends are reported back to staff.
- Homerton hospital has worked collaboratively with the CCG, East London Foundation Trust and the GP Confederation to ensure that there were targeted health interventions for residents that needed support, for example monitoring high risk patients.

East London Foundation Trust

- All service users were given two RAG ratings based on their Covid-19 risk and their mental health risk. Any people who were deemed to be 'red' were regularly reviewed and contacted at least once a month.
- A number of staff across different services have been trained to be Safeguarding Adults Managers. There has also been improved reporting of safeguarding concerns made from professionals working in in-patient services.
- The Trust worked with the London Borough of Hackney to agree a more streamlined approach to reporting safeguarding concerns.

Metropolitan Police

- The police were able to maintain full services throughout the course of the pandemic and have ensured that safeguarding was prioritised during this time.
- Frontline police officers have been provided with more information and awareness on the issue of self-neglect and the importance of referring individuals to safeguarding teams via the Merlin reporting process.
- All new officers have been trained in safeguarding adults, which has been challenging but rewarding given a high intake of new officers to the service.

City of London Police

- The City of London Police developed a hotel engagement working group and digital newsletter for hotel staff. The aim of this was to provide training and information to staff so that they identify and respond to any safeguarding risks that may arise.
- The Police provided Domestic Abuse Multi-Agency Risk Assessment Conference training to outreach and housing providers to help ensure that referrals into the service are of best quality.

London Fire Brigade

- The Fire Brigade implemented a qualified Safeguarding Adults Review Champion within the London Fire Brigade.
- Internal funding was secured for a revised safeguarding training package for senior officers and designated community safety staff.
- The fire brigade undertook 617 home fire safety visits for Hackney for 2020/21. This was lower than usual due to the Covid-19 restrictions but all high risk addresses were prioritised and visited.

National Probation Service (NPS)

- During the pandemic the NPS in Hackney were able to maintain services, with modifications to working practices and the implementation of an Exceptional Delivery Plan which meant that all persons on probation were supervised and managed appropriately.
- The NPS were fully engaged with Mayor's Office of Policing and Crime (MOPAC) as part of their young adults transition programme and have worked to develop understanding and knowledge of all staff in working with young adults in our caseload in Hackney to navigate the transition from.
- Regular audits have been completed both internally and in the Ministry of Justice to ensure that sufficient standards are maintained by our staff in their practice and understanding of safeguarding.

Community Rehabilitation Company Probation Services (CRC)

- CRC undertook more safeguarding checks and assessments in comparison to previous years.
- All safeguarding training is now on an electronic platform, which means staff were still able to access training during the lockdown period.
- The CRC have been part of the Mayor's Office of Policing and Crime project around transitional care for young adults involved in the criminal justice system.

Department of Work and Pensions Hackney (DWP)

- The DWP joined the Board and has attended all key meetings to date. The DWP has also linked in with other Boards that link in with safeguarding such as the Safe and Together Approach for Domestic Abuse.

Age UK

- Age UK was able to check in with all their most at risk clients, through both telephone and face to face visits during the pandemic. This helped the organisation identify and report potential safeguarding risks at an earlier stage.
- A number of Covid-19 related scams learning sessions were delivered by staff at Age UK.
- Age UK supported residents in the City to use virtual means of communication. This had a dual benefit of helping people connect with others over the lockdown period and also get a better understanding of people's circumstances at home.

Hackney Community and Voluntary Services (CVS)

- Hackney CVS helped provide refresher training to the Safeguarding Champions and continued to provide practical support to champions throughout the year.
- Hackney CVS has attended and contributed to on-going work regarding transitional safeguarding.
- Hackney CVS continued to raise awareness of adult safeguarding issues at a community level via training and awareness sessions. Five awareness raising sessions were delivered in total, which were attended by 75 people in total.

Hackney Healthwatch

- Hackney Healthwatch continued to promote adult safeguarding awareness and signpost residents to adult safeguarding services.

Safeguarding Data

The safeguarding data for 2020-21 is presented separately for the City of London and Hackney. Whilst the City of London was able to provide a full picture of safeguarding for their area, the London Borough of Hackney was not. This was due to a cyberattack that affected London Borough of Hackney data systems and meant that it was not possible to provide a full data submission. Whilst some quantitative data is provided below, this will not be fully accurate and should be used with caution. To supplement this data the Board has included anecdotal information provided by partner agencies. .

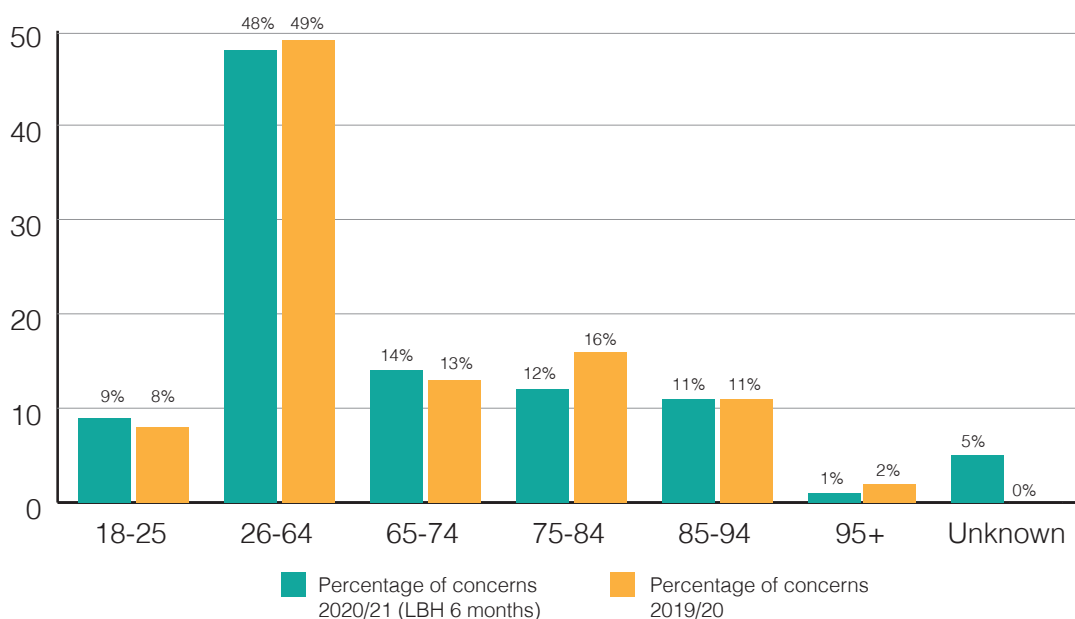
London Borough of Hackney

Please note that all data provided for the London Borough of Hackney is estimated based on six months worth of data. This information includes safeguarding concerns and enquiry outcome decisions which were all recorded after October 2020, when the cyberattack occurred.

Whilst the Board only has access to six months worth of data, the data does suggest that there has been an increase in the number of safeguarding concerns being referred into Adult Social Care. This is consistent with data collected by the Local Government Association as part of their Covid-19 Safeguarding Adults Insight Project (<https://www.local.gov.uk/covid-19-safeguarding-adults-insight-project>), which collected real time data on safeguarding from Local Authorities across England during the pandemic. This data showed generally that there was an initial decrease in safeguarding when the lockdown occurred and this increased as the lockdown eased. The general trend identified that there were largely more safeguarding concerns reported during 2020/21 than previous years.

Concerns - Age

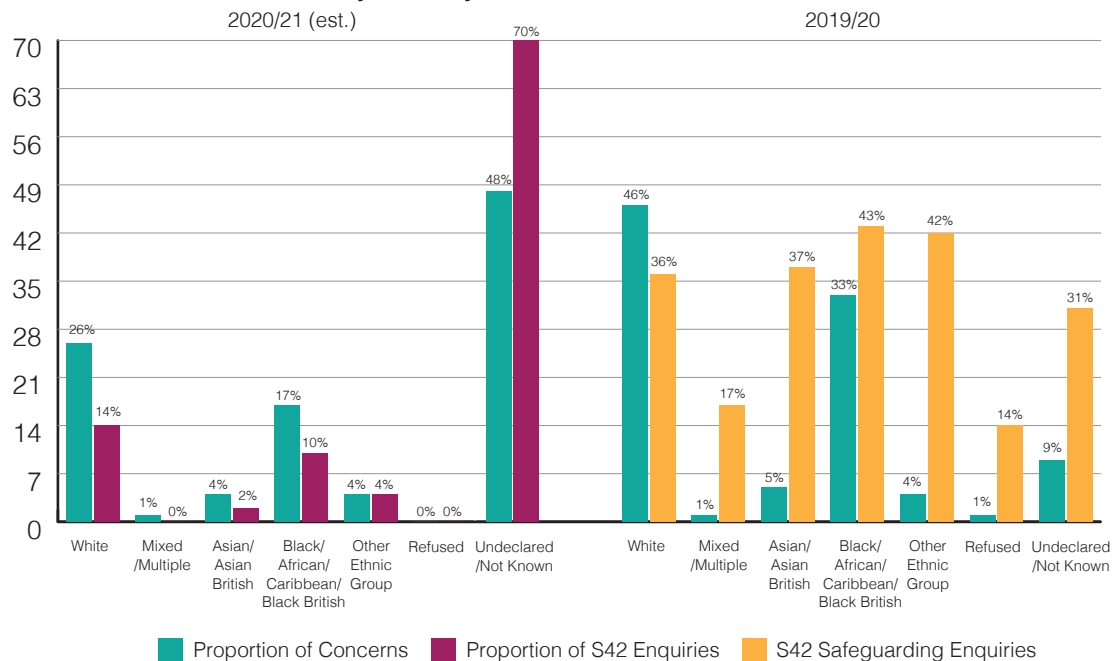
Number of Concerns by Age Group (%)



The data shows that there is very little change in profile from the previous year.

Concern - ethnicity

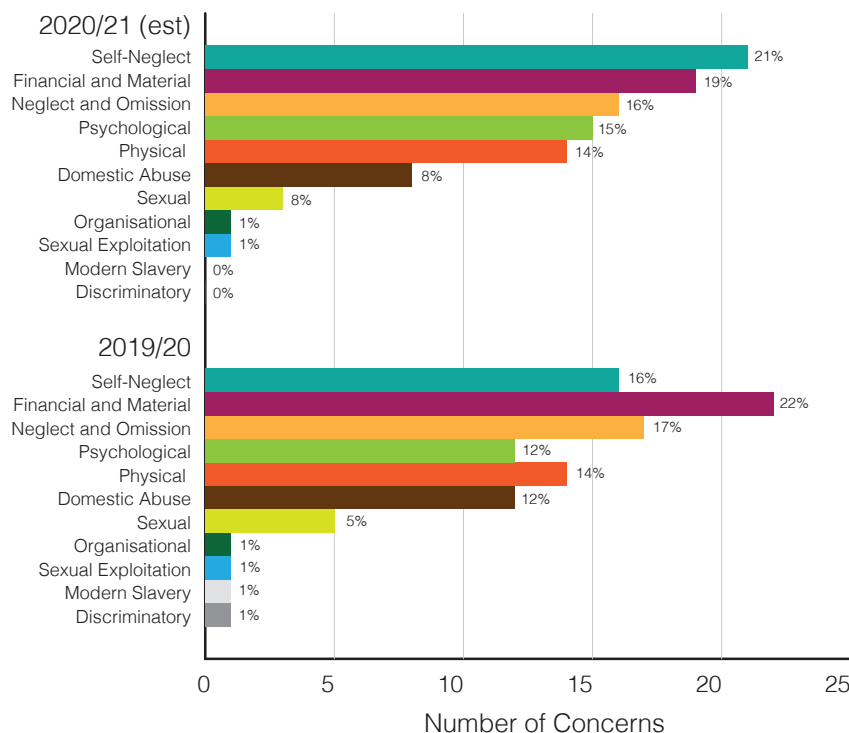
Conversion Rate of Concerns by Ethnicity



Due to the cyberattack and the lack of access to case management software it was not possible to obtain accurate data on ethnicity as many concerns were not able to be captured.

Concerns - abuse type

Type of Abuse at Concern

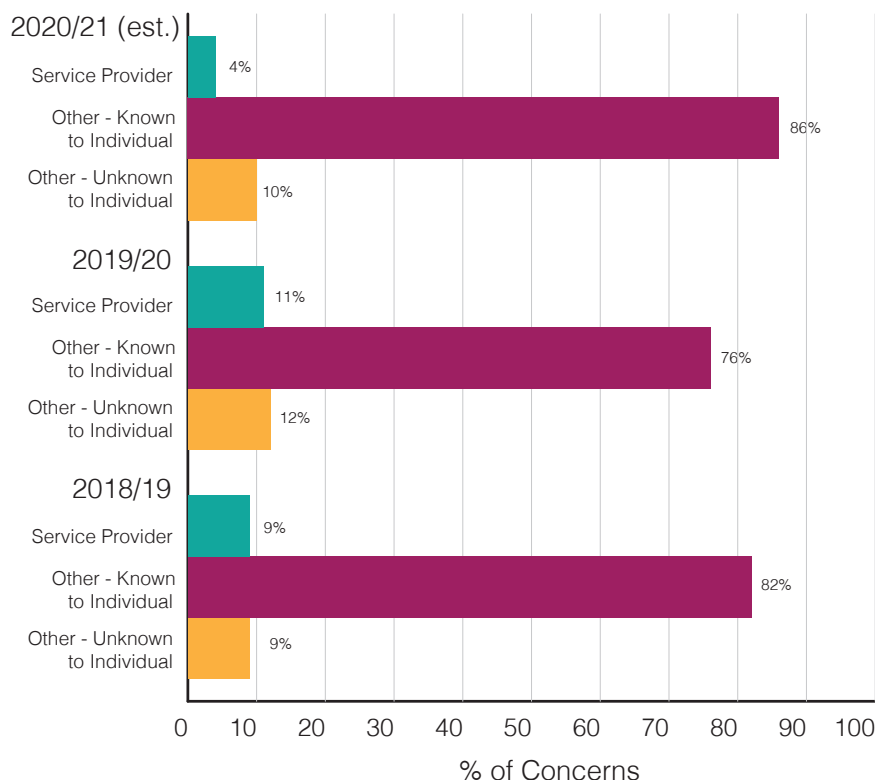


The data shows that both self-neglect and psychological abuse have increased in number in the past year. This is consistent with anecdotal information from professionals and also data collected in the Local Government Association's Insight Report, which recognises that there were more residents presenting with signs of self-neglect. In response to this, the Board will be undertaking a multi-agency case file audit looking at how well professionals respond to individuals experiencing self-neglect. The self-neglect and hoarding policy will also be updated to include more information around issues of capacity to make decisions. The Board will also explore how to raise awareness of psychological abuse across the City and Hackney.

The data suggests that domestic abuse appears to have fallen from October 2020 - March 2021, this is surprising as there appeared to be an increase in domestic abuse during the early stages of the first lockdown. However, not all domestic abuse cases will be reported as safeguarding, with this being reported to the Domestic Abuse Intervention Service and to police as well. There were cases of modern slavery and discriminatory abuse however there were very few and therefore made up less than 1% of the cases referred into Adult Social Care.

Concerns by Source of Risk

Concerns which included allegations relating to each Source of Risk

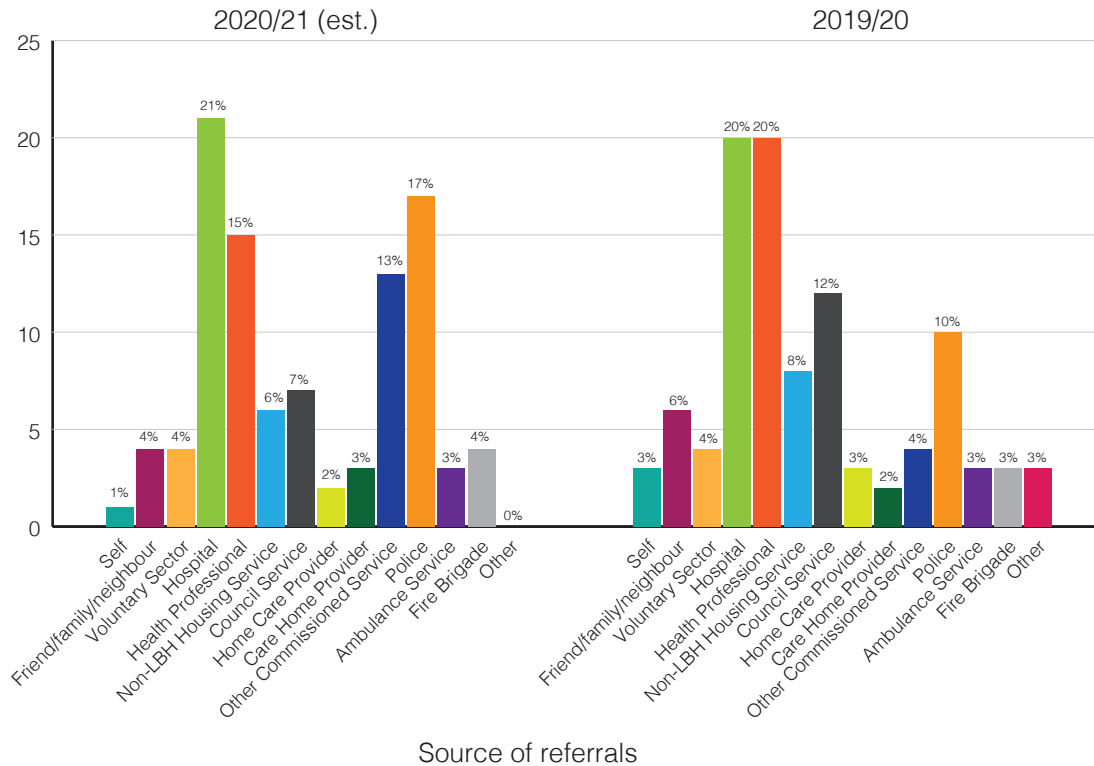


The data shows that the source of risk is highly likely to be known to the individual, making up 86% of the concerns reported into Adult Social Care. This is consistent with national themes captured in NHS Digital's Safeguarding Adults Collection, which has shown nationally that abuse is more likely to be

perpetrated by someone the person knows. There has been a significant drop in the source of risk being the service provider, this may be because residents were less likely to attend services in person.

Concerns by source of referral

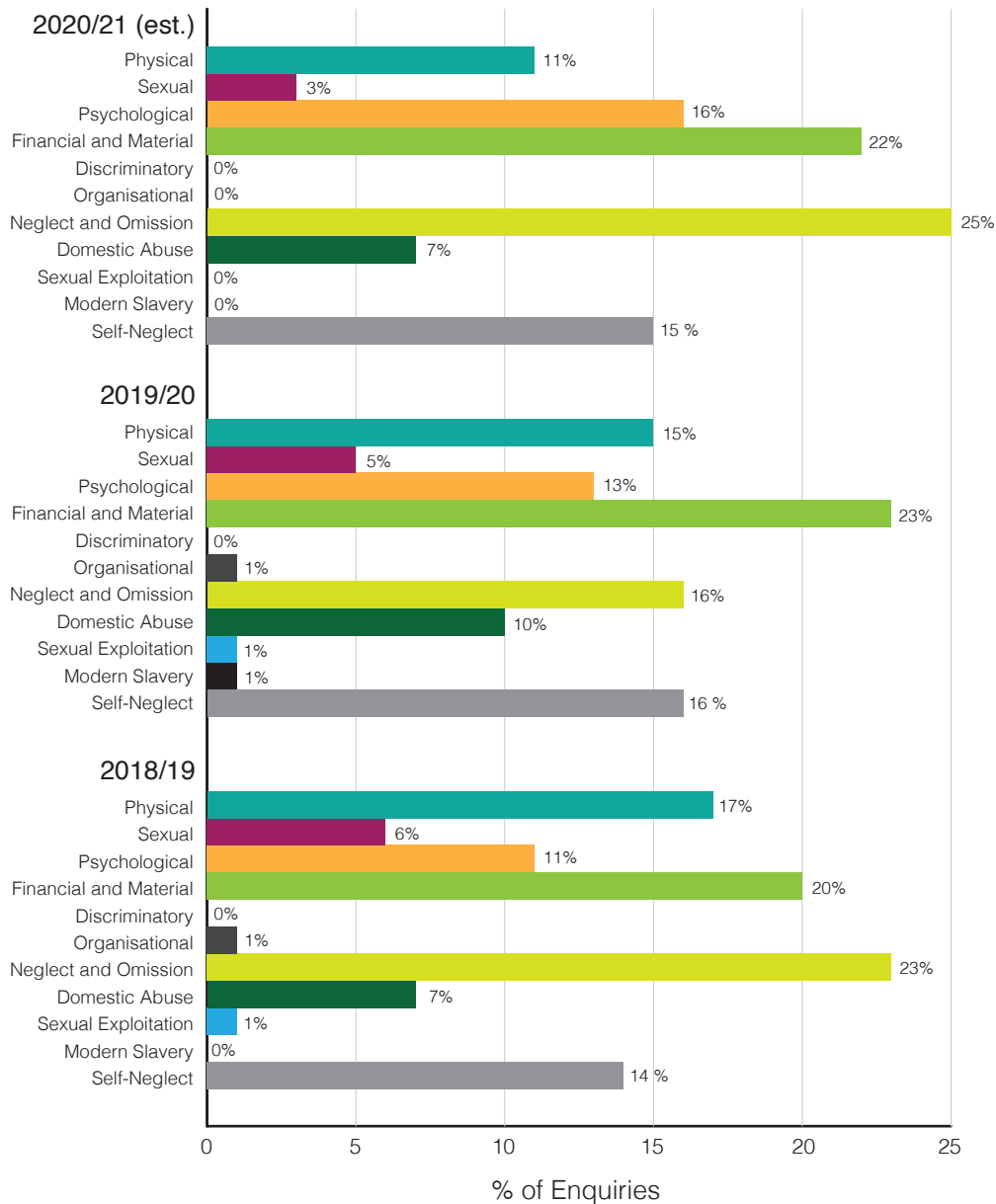
Proportion of Concerns raised by Source of Referral



The data shows that the health sector remains the biggest referrer of residents for safeguarding support. It is positive to see that there has been a significant increase in the number of residents being referred to Adult Social Care by the police. There was a decrease in the number of self-referrals and referrals from friends, family or neighbours. The Board will look at how it can increase engagement with residents going forward.

Section 42 enquiries by type of abuse

Section 42 Enquiries which included allegations relating to each Type of Abuse



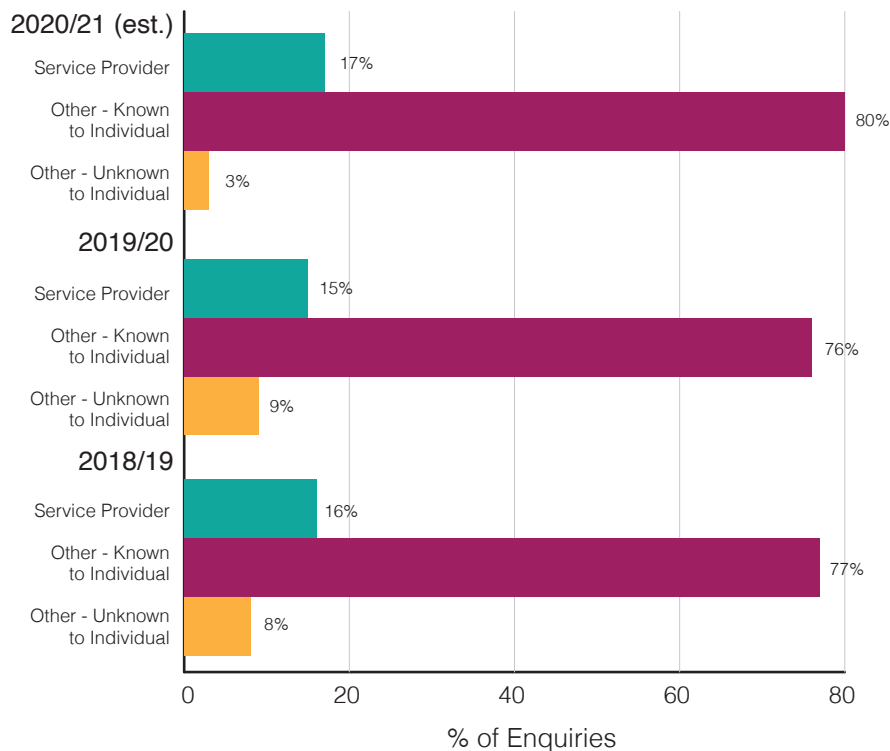
The data provided above is estimated as there was only six months worth of data available. There have been significant increases in neglect and acts of omission, although it is noted that last year's figures were lower than they would usually be. This information appears to substantiate concerns raised by the Board's partners that a number of residents were inadvertently caused harm as they were unable to see practitioners face-to-face over the lockdown period. When they did subsequently attend services, a number of residents displayed signs of neglect.

There were reductions in physical abuse and domestic abuse, although the reasons for this were not completely clear. Although there were increases in self-neglect concerns reported to Adult Social Care, there was not a significant

difference in the amount of concerns leading to a s42 enquiry. The gap between number of concerns and those subsequently leading to enquiries could be due to better awareness amongst partner agencies around self-neglect.

Section 42 enquiries by source of risk

Section 42 Enquiries which included allegations relating to each Source of Risk

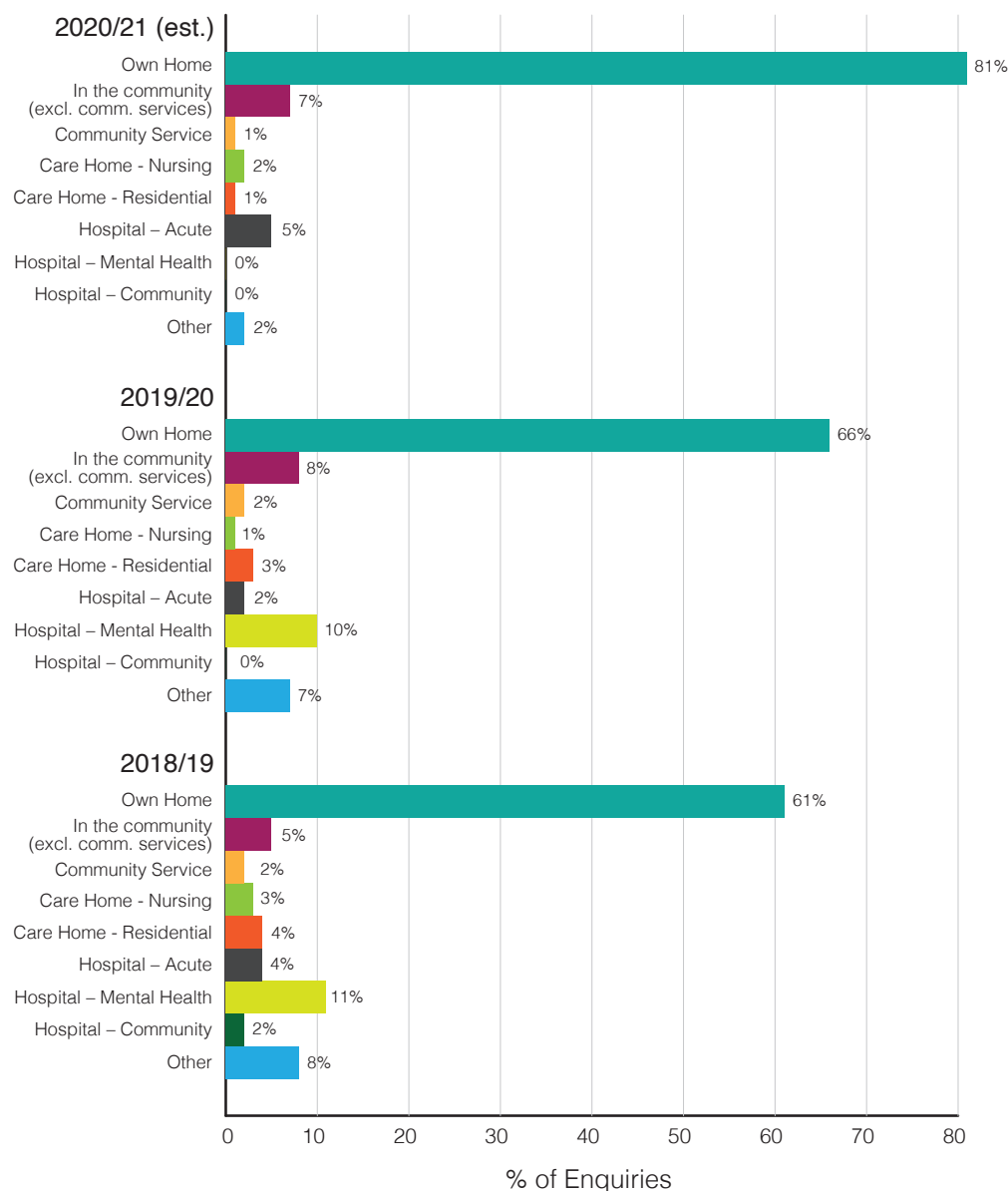


The data shows that most abuse is perpetrated by someone known to the individual. There has been a decrease in allegations relating to someone unknown to the individual. The reasons for this are unclear although it is likely to be a knock-on effect of people being in lockdown and having fewer interactions with people they do not know.

Section 42 enquiries by location of abuse

The vast majority of alleged abuse was believed to have happened in the person's own home. This is higher than previous years and likely to be due to the lockdown. The data is consistent with national themes identified by NHS Digital, which shows that abuse is most likely to happen in someone's own home. There is no abuse recorded within mental health hospitals; this is due to East London Foundation Trust's data not being included in this section due to the difference in recording between the Trust and London Borough of Hackney.

Section 42 Enquiries which included allegations relating to each Location of Risk



Key Safeguarding themes

The Board's monthly executive group meetings offered an opportunity for partners to discuss and explore safeguarding themes that arose over the course of the financial year and the Covid-19 pandemic. The following themes were identified:

- 1) During the initial lockdown period in response to the first wave of Covid-19 there was a decrease in safeguarding concerns reported to Adult Social Care, however this number increased once lockdown eased, with the number of concerns being higher than average.
- 2) There was an increase in domestic abuse referrals to the Domestic Abuse Intervention Service and a noted increase in domestic abuse being identified by mental health services. Police did however confirm that they were dealing with broadly consistent levels of domestic abuse.
- 3) During the first lockdown period, while some organisations continued to deliver services as normal, others moved to remote or virtual working, and meetings have not stopped for many services. For some services there has been a reduction in face-to-face meetings. There was an increase in face-to-face services during the second lockdown compared to during the first lockdown period. There were concerns around inadvertent harm caused to individuals where there has been a lack of contact, such as the deterioration in people's conditions or safeguarding issues not being identified. London Borough of Hackney adult social care provided assurance that they were quality-assuring visits to ensure that these were appropriately carried out and these risks were mitigated.
- 4) During the peak of both outbreaks, it was noted that some people were unwilling to allow health and care staff into their homes or their relatives' homes due to concerns about being infected by Covid-19. This meant that not all residents received the quality of care they needed. Further, there was some anecdotal evidence to suggest that some families were struggling to care for their relatives during the lockdown period.
- 5) Voluntary sector services and London Borough of Hackney were aware that new groups of residents were presenting in need of support, in particular there has been an increased use of food banks, numbers of people newly experiencing homelessness and increases in the numbers of people experiencing social isolation.
- 6) There was an increase in numbers of people reporting anxiety to the voluntary sector, advocacy and mental health services. It was noted that there was a significant increase in calls to crisis and helplines during the lockdown periods, although this had not necessarily translated into an increase of safeguarding concerns being reported. During the first lockdown there was a cluster of suicides in Hackney, which have been investigated by East London Foundation Trust. Furthermore, Thrive also has anticipated an increase in suicides as a result of poverty and

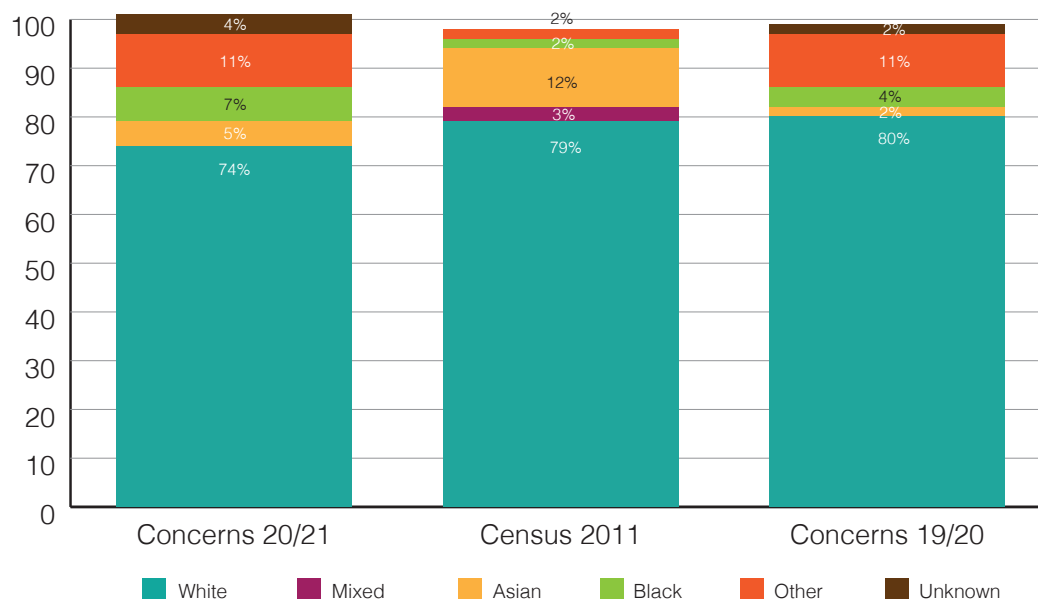
deprivation caused by the Covid-19 outbreak. There has already been an increase in referrals to in-patient mental health services.

- 7) There was an increase in calls concerning Covid-19 scams, and it appears that a number of people have been targeted by sophisticated scams, often relating to the vaccination programme.
- 8) There were concerns reported by a number of agencies about the impact of Covid-19 on carers. There were specific concerns about carers having to take on additional responsibilities during this time, without additional support being offered in some cases. Going forward, it was anticipated that there may be an increase in the numbers of carers needing support.
- 9) There have been increased reports of self-neglect, potentially due to a lack of support and social interaction over the lockdown periods. Moving forward it is anticipated that the Board will continue to see increases in self-neglect reporting.
- 10) There have been reported increases in cuckooing (Cuckooing is where people take over a person's home and use it for their own purposes, exploiting the individual at the same time.) It is not clear whether this increase has been due to increased instances of cuckooing or better awareness of this amongst professionals and increased reporting.

City of London Corporation Safeguarding data

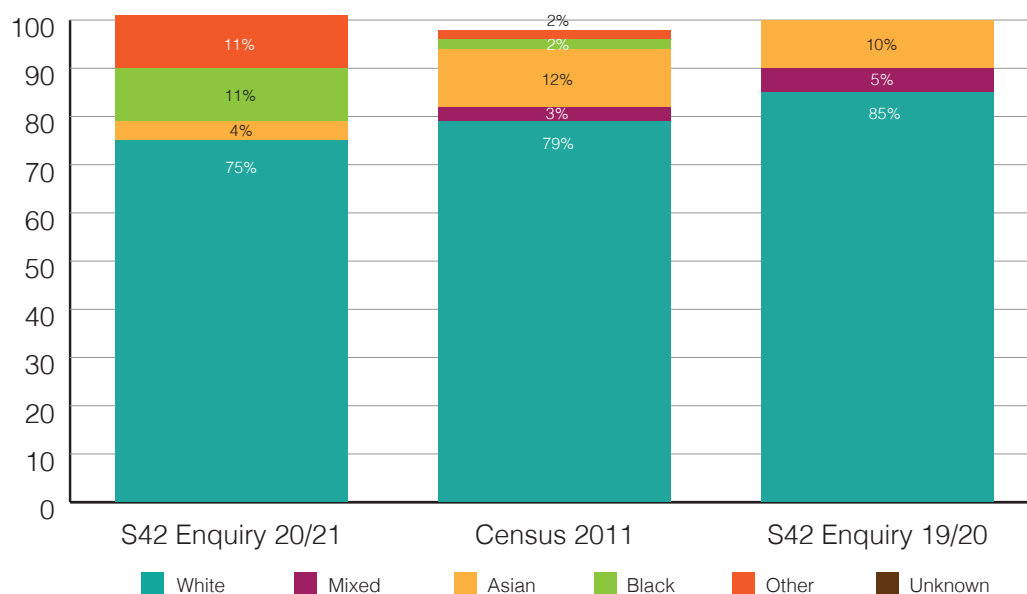
- 57 safeguarding concerns were raised
- 38 safeguarding concerns led to a Section 42 safeguarding enquiry
- Of the 43 concluded cases, 32 were asked about their desired outcome. 24 expressed their desired outcomes. Of the 24 people, 23 people had their desired outcomes fully achieved and/or partially achieved.

Concerns - ethnicity



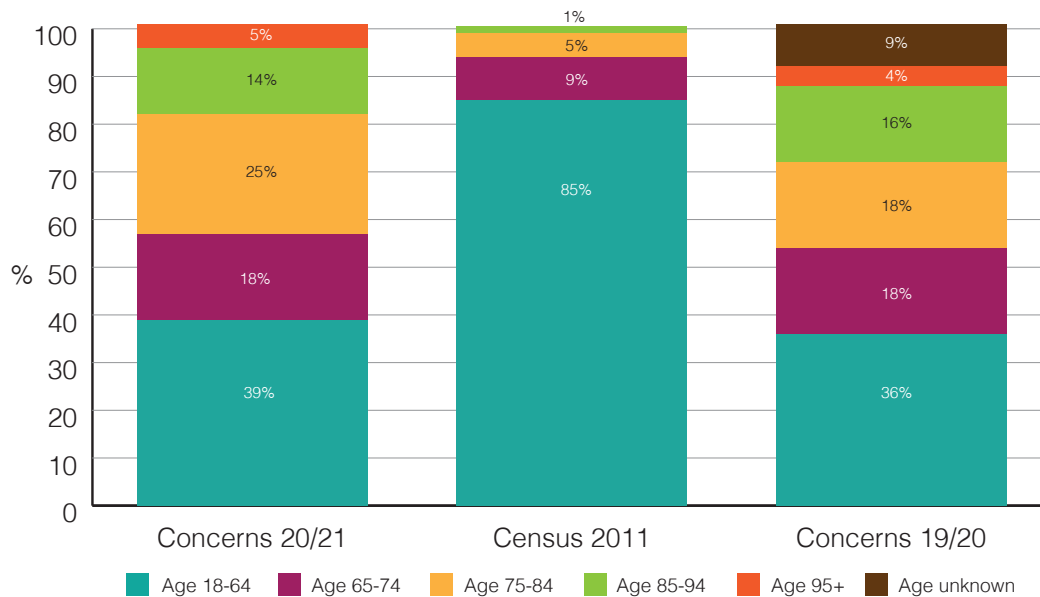
In 2020/21, 74% of safeguarding concerns were in the “White” ethnic category, which is more comparable with the 2011 City of London census breakdown but is in contrast to the ethnic breakdown of concerns raised during 2019/20. 5% of safeguarding concerns were for the “Asian / Asian British” ethnic category, compared with this group accounting for 2% of concerns in the prior year. This is, however, lower than other ethnic groups, which is significant considering that this is the second largest ethnic group in the City. There were 11% of concerns that were categorised as “Other” ethnic origin, with the “Black / Black British” accounting for 7% and ‘unknown’ being 4% respectively.

Enquiries - ethnicity



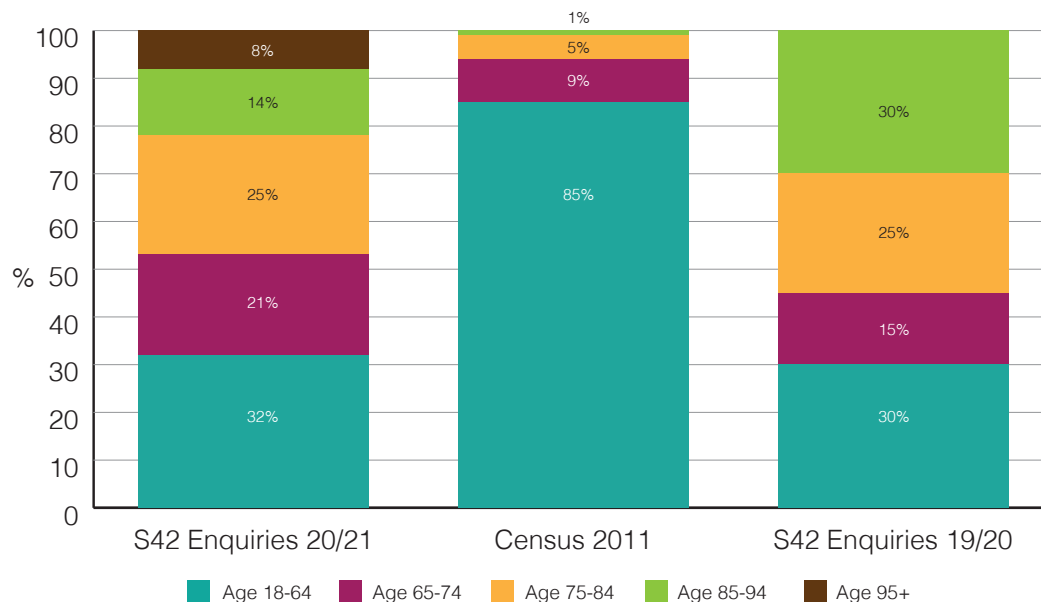
In 2020/21 75% of safeguarding enquiries were regarding people who were in the ‘White’ category, which is similar to the 85% from the previous year. The graph above shows a more comparable and representative demographic makeup to that described in the 2011 COL census breakdown in comparison to last year’s data. There remains an underrepresentation of people from ‘Mixed’ and ‘Asian’ backgrounds and an overrepresentation of people from a ‘Black African’ or ‘Caribbean’ background.

Concerns - age



In 2020/21 the majority of safeguarding concerns were reported regarding people aged 18-64 followed by people aged 75-84. This is consistent with 2019/20 data which showed that 36% of safeguarding concerns related to people aged 18-64. The increase in younger people (people aged 18-64 years) with safeguarding concerns is thought to be a result of more rough sleepers being referred for safeguarding support.

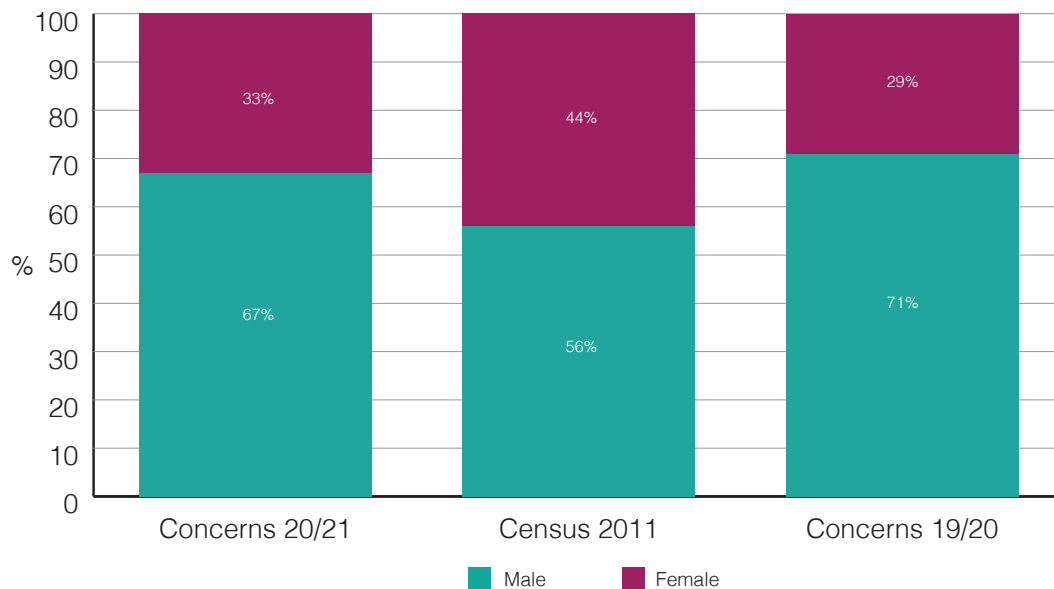
Enquiries - age



The majority of S42 Enquiries were regarding people aged 18-64, which accounted for 32% of the enquiries and is similar to the previous year's figures of 30%. Prior to this, older people (aged 65+) featured in the majority of safeguarding concerns. This change may be due to the general public

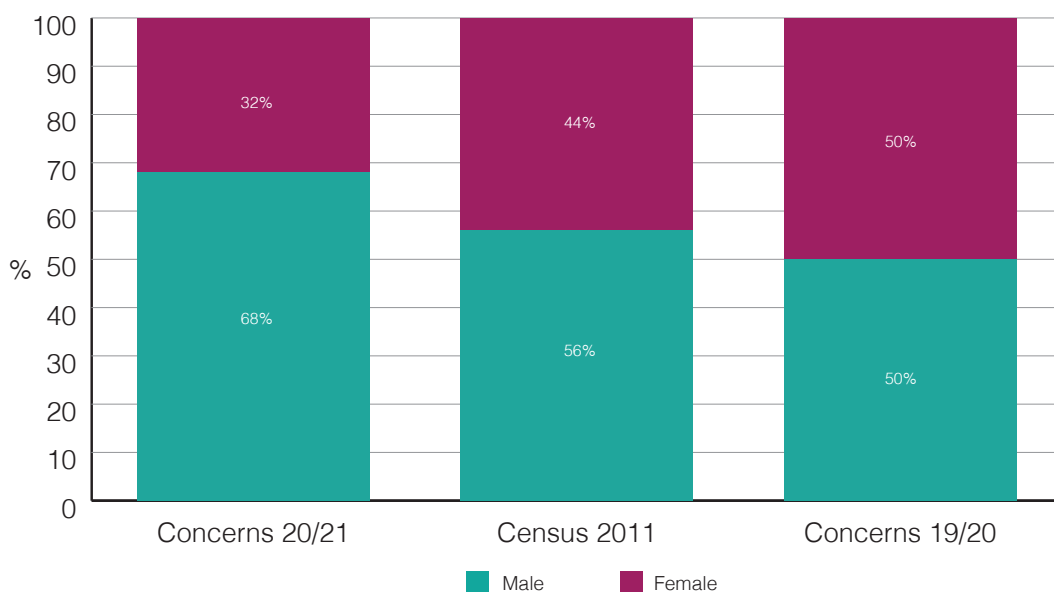
and professionals being more aware of adult safeguarding, which is causing an increase in referrals and subsequent enquiries in comparison to previous years. However, this change is more likely to be due to higher visibility of rough sleepers during the Covid-19 pandemic and increased reporting of safeguarding issues during this period.

Concerns by gender



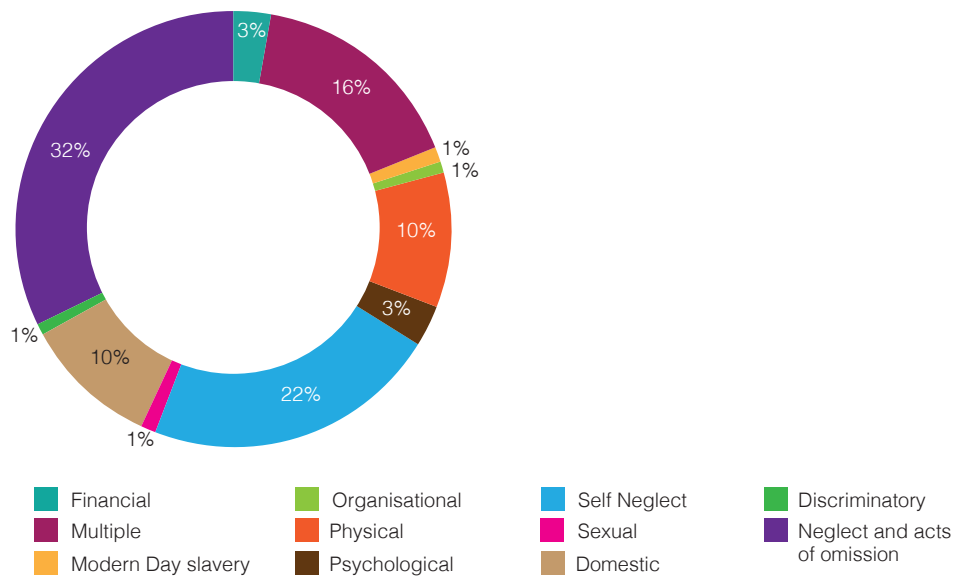
In 2020/21 the majority of safeguarding concerns reported were about men, which was similar to 2019/20. This pattern has varied year to year with more women being the subject of safeguarding concerns in some previous years. On further examination some of the concerns represent multiple referrals for one person, and taking this into account, the differential was smaller.

Enquiries by gender



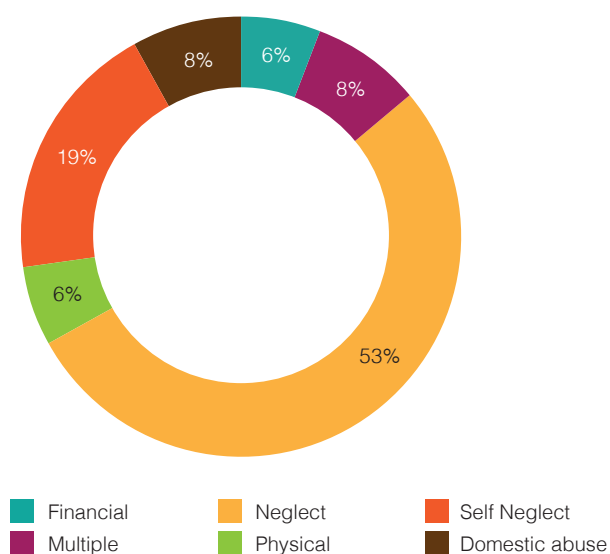
The majority of safeguarding enquiries involved men, compared to 2019/20 when there was an even split with both males and females accounting for 50% of S42 enquiries. However there is only a marginal difference between males and females so these changes are not significant.

Concerns by abuse type



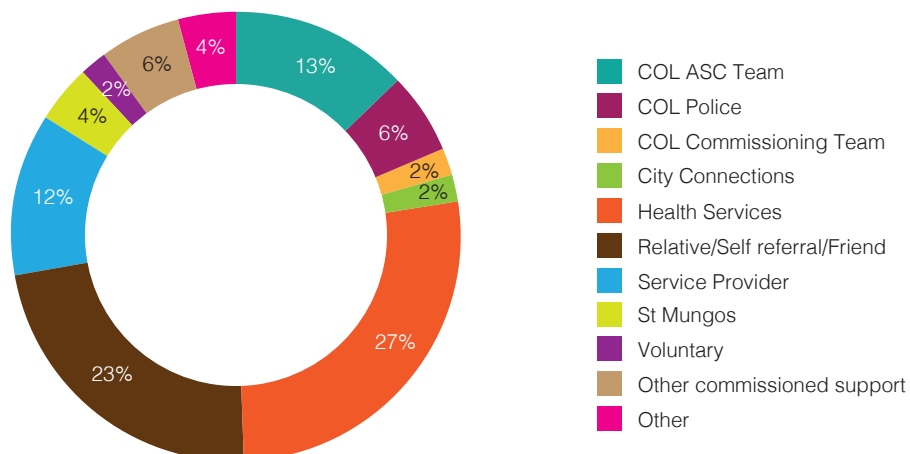
The most common form of abuse reported during 2020/21 was neglect and acts of omission. The data showed a significant rise in the number of reported safeguarding concerns involving domestic abuse. Financial abuse has declined as a cause of harm for the second year in a row. This may indicate that prevention of financial abuse is improving. It may also indicate that, since the pandemic has commenced, there has been an increase in other forms of abuse, in particular neglect, domestic abuse and self-neglect.

Enquiries by abuse type



The most common form of abuse that was identified through safeguarding enquiry was neglect and acts of omission. This was consistent with previous year's data. Self-neglect was the second most common type of abuse, accounting for 19% of enquiries. As mentioned above, the number of enquiries involving financial abuse has also decreased with only two enquiries involving financial abuse.

Source of referral

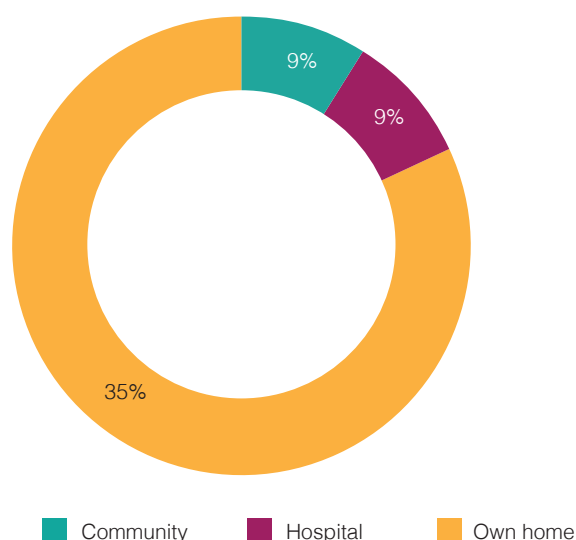


During 2020/21 the top three sources of referral were:

- 14 from Health services
- 12 from Relative / self referral / friend
- 10 from City of London (1 of which relates to City Connections)

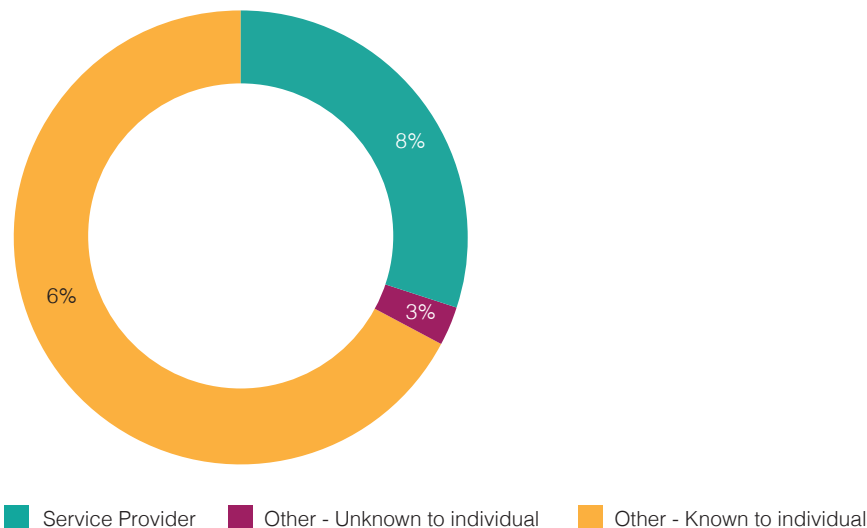
It was positive to see that the second highest rate of referral to safeguarding services was from a friend, relative or self-referral. This suggests that the public are becoming more familiar with adult safeguarding and how to refer people for support.

Location of risk for concluded cases



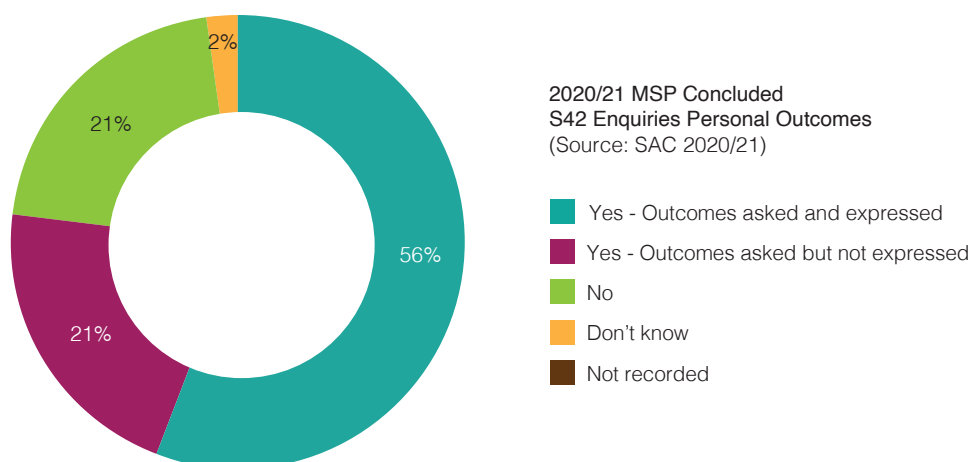
The majority of abuse occurred within the person's own home. This is consistent with previous year's data and national trends identified in NHS Digital's Safeguarding Adults Collection (SAC), which collects safeguarding data from all Local Authorities in England. There were fewer cases where the location of abuse was in the community or a hospital. This is likely to be a direct result of the Covid-19 pandemic with many people being unable to leave their homes during this time.

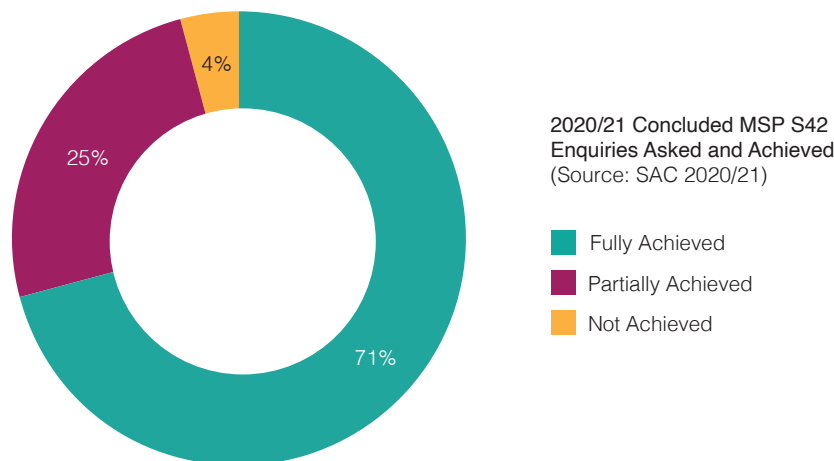
Source of risk for concluded cases



In the majority of safeguarding enquiries, the person who was alleged to have caused harm was known to the individual. This information is consistent with previous years' data and also reflects national trends identified in the NHS Digital SAC returns.

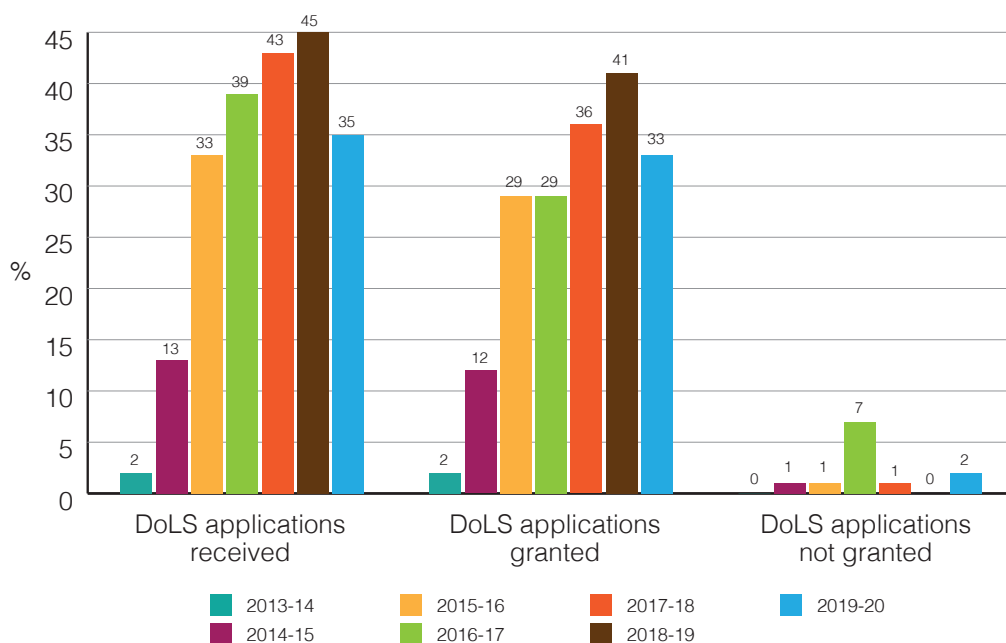
Making Safeguarding Personal





Making Safeguarding Personal is a way of undertaking safeguarding activity that is person-centred and focuses on delivering outcomes that the individual using safeguarding services wants. Professionals ask the person what they want or need to help them keep themselves safe. Where someone is unable to tell professionals about their needs, a best interest decision can be made to ensure their values and beliefs are upheld. The data shows that there has been an increase in the number of people who have not been asked about their desired outcomes. The reasons for this are not clear and will be explored further. There has, however, been an increase in wishes being achieved where people have expressed the outcomes that they want to be achieved.

Deprivation of Liberty Safeguards (DoLS)



During 2020/21 there were 39 DoLS applications, although 4 were from last year's reporting period. 'Active DoLS' refers to DoLS from the prior reporting period that remained active during the current reporting period. The number of DoLS applications remained stable from the previous year, although there is a wider pattern of DoLS applications reducing in number.

Appendix A:

CHSAB Annual Strategic Plan 2020-2021

CHSAB Annual Strategic Plan 2021 – 2022 (Update February 2021)

The CHSAB Plan addresses the six core principles contained in the CHSAB's Strategy for 2020 – 2025

Partner	Lead	Partner	Lead
London Borough of Hackney (LBH)	Helen Woodland	City of London Corporation (CoL)	Andrew Carter / Chris Pelham
City and Hackney CCG (CCG)	Siobhan Harper / Jenny Singleton	Hackney Metropolitan Police (MPS)	Marcus Barnett / Daniel Rutland
City of London Police	Anna Rice	Homerton University Hospital Foundation Trust (HUHFT)	Catherine Pelley / Jennie Wood
Barts Health NHS Trust	Claire Hughes	East London Foundation Trust (ELFT)	Dean Henderson
London Fire Brigade (City of London and Hackney)		London Fire Brigade City of London	David Bulbrook
National Probation Trust	Clare Andsell	Department of Work and Pensions	Ian Young
Healthwatch Hackney	Jon Williams	Healthwatch City of London	Paul Coles
Hackney CVS Age UK	Kristine Wellington Larissa Howells	The Advocacy Project	Judith Davey
London Borough of Hackney and City of London Public Health	Andrew Trathen	London Borough of Hackney Housing	Jennifer Wynter
Turning Point (substance misuse service)	Graeme Hodgkinson	City and Hackney Safeguarding Children's Partnership	Jim Gamble
Older Person's Reference Group	Cynthia White	City of London Commissioning	Ian Jarman
Commissioning LBH	Zainab Jalil	City of London Housing	Liam Gillespie
Sub-group	Chair	Task & Finish Groups	Chair
SAR & Case Review	Chris Pelham	Transitional Safeguarding (joint group with Community Safety Partnership & Children's Safeguarding Partnership)	Dr Adi Cooper
Quality Assurance (QA)	John Binding		
Workforce Development (WFD)	Zak Darwood		
Sub-Committee	Chair		
City of London	Dr Adi Cooper		

Principle 1: Proportionality - “I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”				
Priority	Action	Lead	Intended Impact	Update
1. To respond to any safeguarding issues arising from the Covid-19 pandemic	1.1 The Executive Group will facilitate partners to consider any safeguarding issues relating to Covid-19. This will include ensuring that there is oversight of emerging safeguarding issues, the safeguarding responses to Covid-19 pandemic and recovery.	Executive Group	<ol style="list-style-type: none"> 1. To assure ourselves that we are effectively safeguarding issues affecting residents are responded to 2. Quality assurance problems are reported and addressed in a timely manner. 	
	1.2 The Board will continue to review data to identify safeguarding trends that emerge as a result of Covid-19 and identify proportionate responses	Executive Group / QA sub-group	<ol style="list-style-type: none"> 1. The Board has a picture of safeguarding in the City and Hackney and allocates resources to respond to the need that has been identified. 	
	1.3 The Board will identify any learning opportunities relating to safeguarding, as the Covid-19 pandemic progresses and through recovery stage	Executive Group	<ol style="list-style-type: none"> 1. Frontline staff will have the knowledge they require to provide good quality support to residents 	

Principle 1: Proportionality - “I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

2. To ensure that agencies are preparing staff for the introduction of Liberty Protection Safeguards (LPS) through training and development of skills and knowledge	2.1 LPS Leads in City and Hackney will provide assurances to the Board that they have appropriately prepared for the introduction of LPS. This includes responding accordingly to any national issues.	LPS Leads	1. The Board is confident that practitioners can exercise their duties in relation to LPS 2. Residents in the City and Hackney will have appropriate LPS arrangements in place	
	2.2 Partners who have duties under the LPS will provide assurances to the Board that appropriate training has been commissioned for their staff. It will further consider whether training should be commissioned for agencies who may require a general understanding of LPS. Please refer to section four for further details on training requirements	All partners with LPS responsibilities	1. The Board is assured that professionals can appropriately exercise their duties in respect of LPS 2. Residents in the City and Hackney have appropriate LPS arrangements in place	
	2.3 LPS Leads will work in partnership with Childrens' Social Care and the Safeguarding Childrens' Partnership to ensure that practitioners are supported in preparing for introduction of LPS.	Head of Adult Safeguarding / LPS Project Lead	1. The Board is assured that all 16 - 17 year olds that require a LPS are provided with this 2. That there are effective transitions of young adults on an LPS into adult services	

Principle 2: Empowerment - “I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”				
Priority	Action	Lead	Intended Impact	Update
3. To engage with the voluntary sector to continue to increase awareness of safeguarding issues	3.1 A programme of bitesize learning sessions to voluntary sector staff and volunteers will be delivered by the Safeguarding Adults Board Manager and Board's voluntary sector partners.	CHSAB Manager / HCVS/ Age UK / The Advocacy Project	<ol style="list-style-type: none"> 1. There will be an improved understanding of safeguarding across the voluntary sector 2. Staff will be more empowered to respond and support safeguarding need. 	
	3.2 HCVS will run quarterly forums with the Safeguarding Champions to ensure that they are provided with training opportunities regarding safeguarding and ensure that there is a pathway to share safeguarding intelligence.	CHSAB Manager / HCVS	<ol style="list-style-type: none"> 1. Safeguarding champions will be better equipped to deliver their role 2. The Board will receive an increase in safeguarding intelligence from the safeguarding champions. 	
	3.3 The workforce development sub-group will identify and develop additional resources to support practitioners working in the City and Hackney, this will include a monthly bulletin with updates on safeguarding legal issues and policy	CHSAB Manager / workforce development sub-group	<ol style="list-style-type: none"> 1. There will be better communication of safeguarding information to frontline staff 2.)There will be an improvement in safeguarding practice and how to apply the law to ongoing safeguarding concerns and enquiries. 	

Priority	Action	Lead	Intended Impact	Update
	3.4 The Board will create a feedback loop with voluntary sector staff and volunteers so that safeguarding issues and intelligence can be routinely shared with the Board.	CHSAB Manager / HCVS/ Age UK/ The Advocacy Project	<ol style="list-style-type: none"> There will be improved relations between voluntary sector services and the Board with a streamlined process for feeding back intelligence to the voluntary sector There will be a stronger awareness of the Board amongst the voluntary sector 	
4. To continue to embed engagement with people with lived experience and ensure that they and their carers can influence all aspects of the Board's work	4.1 The Board will identify local service user groups to engage with remotely to promote awareness of safeguarding issues until such time that the service user groups can meet face-to-face. Hackney CVS and The Advocacy Project will support engagement with faith, carers and different cultural networks in the City and Hackney	All Board partners	<ol style="list-style-type: none"> There will be an increase in community engagement with the Board evidenced through increased engagement with Board resources & events for residents - this will help raise awareness of safeguarding across different communities The Board will receive more intelligence on safeguarding issues affecting different communities 	
	4.2 The Board will consider procuring a third sector organisation to obtain feedback from people with lived experience regarding their experiencing of safeguarding on behalf of the Board.	CHSAB Manager	<ol style="list-style-type: none"> The Board will be able to identify how to improve adult safeguarding services for residents 	
	4.3 The Board Manager will work with voluntary sector services to identify three people with lived experience of safeguarding to attend the London Safeguarding Voices Group	CHSAB Manager / Healthwatch/ Hackney CVS	<ol style="list-style-type: none"> The needs of City and Hackney residents and the Board will influence regional decision making around safeguarding. 	

Principle 3: Prevention - “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”					
Priority	Action	Lead	Intended Impact	Update	
5. To embed the learning from Safeguarding Adults Reviews (SARs) and the National Analysis of SARs	5.1 The Workforce Development Group will identify the key learning from the National Analysis of SARs and disseminate this to frontline practitioners in a series of briefings and learning sessions.	WFD sub-group	1. Practitioners will increase their knowledge of SARs and this will inform best practice when working with residents.		
	5.2 The SAR Action Plan Task and Finish Group will ensure that the learning and actions from EF Fire Death Review and MS SAR are delivered and review how improvements are embedded into practice.	SAR Action Plan Task and Finish Group	1. There will be a reduction in the number of SAR actions being uncompleted 2. The Board's approach to quality assurance will be more robust.		
	5.3 The SAR sub-group will review and update CSHAB SAR policy and process documents to ensure that these are compliant with the recommendations outlined in the National Analysis of SARs	SAR sub-group	1. The Board will be able to evidence that it meets its statutory obligations effectively 2. The risk of SARs being legally challenged will reduce		

Priority	Action	Lead	Intended Impact	Update
5. To embed the learning from Safeguarding Adults Reviews (SARs) and the National Analysis of SARs	5.4 The SAR sub-group will review all previous SAR action plans to identify what the achievements, gaps and challenges remain in relation to successfully embedding learning into practice.	SAR sub-group	1. The Board will be able to use the information to ensure that future SARs are more effectively embedded into practice. This will result in a reduction in the same issues being highlighted in all SARs.	
	5.5 The Workforce Development Group will identify and create resources that will help embed long-term organisational memory of SARs for staff across the partnership.	WFD sub-group	1. There will be an increased knowledge of SARs and the key learning among frontline staff.	
	5.6 The SAR sub-group will review and evaluate how each SAR has changed practice in the City and Hackney.	SAR sub-group	1. The Board will be able to quantify the value of SARs and the impact that they have in the City and Hackney.	

Principle 4: Partnership - “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Priority	Action	Lead	Intended Impact	Update
6. To continue to engage with Community Safety Partnerships, Safeguarding Children's Partnership and Health and Wellbeing Boards	6.1 The Board will continue to address strategic issues and work collaboratively on issues affecting CSP, CHSCPs and HWBs at the Hackney Joint Chairs meeting and City of London equivalent.	CHSAB Manager / CHSCP	1. There will be an improvement in the way that residents needs are met across the City and Hackney.	
	6.2 The Board will explore with the Hackney Community Safety Partnership safeguarding issues arising from residents who exhibit anti-social behaviour and how to improve appropriate support.	Independent Chair / Community Safety Partnership	1. Practitioners will have a better understanding of how ASB is linked to safeguarding 2. There will be improved interventions for people who have safeguarding needs and also exhibit anti-social behaviour e.g support will be offered at an earlier stage.	
	6.3 The Board will continue to build its relationships with organisations across City and Hackney: <ol style="list-style-type: none"> 1. Adult Social Care teams in the London Borough of Hackney 2. City of London Housing and Commissioning Teams 3. Housing Associations in the London Borough of Hackney 	Independent Chair / CHSAB Manager	1. The Board will work more collaboratively with partners across the City and Hackney and ensure safeguarding is embedded into all areas of work.	

Priority	Action	Lead	Intended Impact	Update
	<p>6.4 The Board will continue to identify opportunities to engage and work collaboratively with new organisations and partnerships.</p>	CHSAB Manager / Independent Chair	<p>1. The Board will work more collaboratively with partners across the City and Hackney and ensure safeguarding is embedded into all areas of work.</p> <p>2. To boost the Board's profile and mean that it has greater influence</p>	
	<p>6.5 The Board will continue to lead and/or assist other Partnerships with on-going work regarding:</p> <ol style="list-style-type: none"> 1. Modern Day Slavery 2. Suicide Prevention 3. Domestic Homicide 	CHSAB Manager	<p>1. Safeguarding will inform prevention work and decrease the need for people to receive safeguarding support in the long-term.</p> <p>2. Professionals working outside ASC will have an increased awareness of their safeguarding duties</p>	
7. To progress work on Transitional Safeguarding	<p>7.1 The Transitional Safeguarding Task and Finish Group will continue to deliver the transitional safeguarding action plan on behalf of CHSAB, the Safeguarding Children's Partnership and Community Safety Partnerships across City and Hackney</p>	Transitional safeguarding T&F group	<p>1. There will be an improved safeguarding response to young adults in the City and Hackney</p> <p>2. The work will build trust amongst young people and statutory organisation</p>	

Principle 5: Protection - “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”				
Priority	Action	Lead	Intended Impact	Update
8. Assurance that residents using Out of Borough placements or placed in unregulated settings are appropriately safeguarded from abuse and neglect	8.1 The Board will review the mechanisms by which commissioners get information on deaths of Hackney residents placed in Out-of-Borough placements.	LBH / COL / City and Hackney CCG Teams	<ol style="list-style-type: none"> 1. The Board will have improved oversight on safeguarding issues affecting residents placed out-of-Borough 2. The quality of care provided to residents is equitable. 	
	8.2 London Borough of Hackney, City of London and City and Hackney CCG will report any (Covid-19) safeguarding issues that may affect City or Hackney residents living in an out-of-Borough placements.	LBH/Col/ City and Hackney CCG Commissioning Teams	<ol style="list-style-type: none"> 1. The Board can be assured that partners have provided good safeguarding care to residents. 2. The quality of care provided to residents is equitable. 	
	6.3 The Board will support and promote any work at a national or regional level to strengthen cross boundary/Borough working in this area.	Independent Chair / CHSAB Manager	<ol style="list-style-type: none"> 1. There will be a reduction in the amount of people denied care due to disputes centred on who is the lead Borough responsible for care. 	

Priority	Action	Lead	Intended Impact	Update
9. To raise awareness of executive mental capacity amongst professionals based in the City and Hackney	9.1 The workforce development group will develop a suite of resources for frontline practitioners to assist with developing skills for assessing executive mental capacity.	WFD group	1. Audits will showed that practice around mental capacity continues to improve.	
	9.2 The Head of Adult Safeguarding will deliver a series of briefings and learning sessions on the following: 1. How professionals can escalate complex safeguarding cases 2. The role of the Court of Protection and High Court 3. Legal literacy in relation to mental capacity cases	Head of Adult Safeguarding LBH & CoL	1. There will be a better infrastructure in place to prevent high risk service users experiencing harm	

Principle 6: Accountability - “I understand the role of everyone involved in my life and so do they.”				
Priority	Action	Lead	Intended Impact	Update
10. To ensure that all agencies across the City and Hackney deliver their core duties in relation to safeguarding	10.1 To promote the voluntary sector audit tool amongst voluntary and provider agencies and support agencies to complete and identify improvements.	CHSAB Manager / Commissioning / Voluntary sector partners	1. This will help the Board assure itself that providers are undertaking their safeguarding obligations and help improve the safeguarding response in this sector.	
	10.2 To create a Provider Concerns Group to improve oversight of safeguarding concerns impacting this sector.	Head of Adult Safeguarding / Head of Commissioning	1. There is assurance that the provider sector is meeting its obligations. 2. There will be earlier interventions to support residents where safeguarding issues are identified.	
	10.3 To quality assure safeguarding training across the partnership to ensure that staff all have received the safeguarding training they require .	Workforce Development Sub-Group	1. There will be evidence that all staff working with adults at risk are appropriately trained to do so. 2. There will be an increase in staff receiving safeguarding training.	

Principle 6: Accountability - “I understand the role of everyone involved in my life and so do they.”					
Priority	Action	Lead	Intended Impact	Update	
	10.4 The Board to undertake a Making Safeguarding Personal temperature check with all partners.	QA sub-group	<ol style="list-style-type: none"> 1. MSP has been embedded into practice properly. 2. The Board can identify areas where MSP needs to be strengthened. 		
	10.5 The Board will undertake an self-assessment of adult safeguarding across London Borough of Hackney Social Care.	Head of Adult Safeguarding / Executive Group	<ol style="list-style-type: none"> 1. The Board will understand how well adult safeguarding is being embedded into practice. 2. There will be an action plan identifying how to improve the adult safeguarding response to residents. 		

Principle 6: Accountability - “I understand the role of everyone involved in my life and so do they.”				
11. To ensure the delivery of the Board's core business	11.1 The Quality Assurance sub-group will continue to collect and analyse safeguarding data to identify safeguarding trends arising in the City and Hackney and provide reports to the Board.	QA sub-group	<p>1. The Board will be able to use this information to inform its priorities for future years.</p> <p>2. The Board will be able to evidence that it is responding to need in the City and Hackney.</p>	
	11.2 The Neighbourhood Team and Board will continue to work together to identify how safeguarding and learning from SARs can be reinforced and incorporated in development work undertaken by the Neighbourhood Teams.	CHSAB Manager/ Neighbourhood Team Project Manager	<p>1. Safeguarding will form a fundamental element to the Neighbourhood Team work and influence all of their workstreams.</p> <p>2. Safeguarding need will be identified at an earlier stage.</p>	
	11.3 Set up a small working group to deliver and support activities across the partnership for Safeguarding Adults Week, November 2021.	WFD/ service user engagement sub-group	<p>1. There will be greater awareness of safeguarding across the City and Hackney..</p> <p>2. The number of professionals and residents engaging during SAW will increase.</p>	
	11.4 The Quality Assurance sub-group will oversee the delivery of one multi-agency audit on the theme of self-neglect and report the findings to the Board. .	QA sub-group	<p>1. The Board will be able to identify how well we respond to self-neglect and improve practice by identifying areas of focus going forward.</p>	

Principle 6: Accountability - “I understand the role of everyone involved in my life and so do they.”				
Priority	Action	Lead	Intended Impact	Update
11. To ensure the delivery of the Board's core business	11.5 The Board will continue to commission and provide training to update professionals on safeguarding and relevant areas of legal literacy.	CHSAB Manager / AD People CoL	<ol style="list-style-type: none"> Frontline staff will be able to better utilise legislation to help them support residents. There are improved outcomes for high risk individuals. 	
	11.6 The Board will continue to engage with residents via quarterly newsletters and seek their input on any initiatives that the Board is working on.	CHSAB	<ol style="list-style-type: none"> Residents will have a better awareness of safeguarding issues affecting residents. There will be increased engagement with the Board. 	
	11.7 All partners will provide assurances regarding their commitment to the Board by completing the Safeguarding Adults Partnership Audit Tool at the Board's annual Development Day and contributing to the annual report.	All partners	<ol style="list-style-type: none"> The Board will be assured that all partners are meeting their statutory obligations. Where partner agencies are not meeting statutory obligations the Board will be able to put in place directives to tackle problems that have been identified. 	

City & Hackney Safeguarding Adults Board

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Committee	Dated: 11 October 2021
Safeguarding Sub-Committee	
Subject: City of London Self Evaluation Framework	Public (Non-Public Appendix)
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Ellie Ward, Interim Head of Strategy and Performance	

Summary

This report presents the latest Self-Evaluation Framework that is presented to Ofsted as part of their annual engagement process with local authorities.

The framework sets out how the service maintains consistently high standards in its core job, how it demonstrates a can do attitude with innovative approaches and sets out some of the impacts and outcomes it has helped children, young people and families achieve over the last year.

Recommendation(s)

Members are asked to:

- Note this report

Main Report

Background

1. As part of an annual engagement process, the City of London Corporation prepares a Self-Evaluation Framework (SEF) for submission to Ofsted.
2. The SEF is not defined but offers local authorities the opportunity to demonstrate its work and areas of excellence to Ofsted.

3. The SEF for 2021 (covering the period September 2020 – August 2021) is attached. It concludes that overall, despite the pandemic and its challenging situation, the service has not only maintained a consistently high standard of delivery of core services to children, young people and their families but that drive for excellence has continued with the development and improvement of services, often in creative and innovative ways.
4. The framework includes details of how the core job is being delivered to a consistently high standard, where we have demonstrated innovative approaches and a can-do attitude and some of the excellent outcomes achieved by working together with children, young people and families.

Corporate & Strategic Implications

- *Strategic implications*

This report demonstrates how the Children and Families Service go above and beyond their legal duties to ensure Children and Young People are safe and able to flourish and that families are strengthened.

The work of the Service directly contributes to the following Corporate Plan Priority Outcomes:

- People are safe and feel safe
- People enjoy good health and wellbeing
- People have equal opportunities to enrich their lives and reach their full potential

- *Financial implications*

None

- *Resource implications*

None

- *Legal implications*

None

- *Risk implications*

None

- *Equalities implications*

The SEF demonstrates the broad range of work that the service delivers and how this impacts on children, young people and families in terms of tackling inequalities and promoting equal opportunities.

- *Climate implications*

None

- *Security implications*

None

Conclusion

5. This report has presented the annual SEF to Members which has now been submitted to Ofsted as part of their annual engagement process with local authorities.

Appendices

Appendix 1 City of London Self-Evaluation Framework – NON-PUBLIC

Ellie Ward

Interim Head of Strategy and Performance
Department of Community and Children's Services

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Committee:	Dated:
Safeguarding Sub Committee	11/10/2021
Subject: IRO annual report 2020/21	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Contribute to a flourishing society
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Ria Lane	

Summary

This report gives Members an overview of the independent reviewing service in the City of London covered in the IRO annual report for April 1st 2020 to March 31st 2021.

The report summaries the statutory requirements of the IRO service and how the City of London has performed in this regard. There is an overview of the IRO role and their performance in ensuring children's key needs is met. Strengths of last years practice and areas of development for 2021/22 are identified.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. The Independent Reviewing Officers' (IRO) service is set within the framework of the updated IRO Handbook, linked to the revised Care Planning Regulations and Guidance that were introduced in April 2011. The responsibility of the IRO has changed from the management of the review process to a wider overview of the case including regular monitoring and follow-up between reviews. The IRO has a key role in relation to the improvement of care planning for children in care and for challenging drift and delay.

Specifically, the statutory duties of the IRO are to:

- Monitor the performance by the local authority of their functions in relation to the child's case;
 - Participate in any review of the child's case; and
 - Ensure that any ascertained wishes and feelings of the child concerning the case are given due consideration by the authority.
2. The IRO's primary task is to ensure that the care plan for the child fully reflects the child's current needs and that the actions set out in the plan are consistent with the local authority's legal responsibilities towards the child. As corporate parents, each local authority should act for the children they look after how a responsible and conscientious parent would act.

Current Position

3. A permanent IRO has been in post since September 2017.

The achievements identified within the annual report for 2020 to 2021 are;

- Consistent participation of children in their review meetings
- Increase in IRO visits
- Increase in advocacy and independent visitor allocation
- Increase in completion of statutory care plans
- Increase in extra tuition services for children in care
- Decrease in placement disruptions

In addition to direct work with children and the local authority, the IRO takes part in the London IRO Practitioner Network and serves as a practitioner representative to the London IRO Managers' Group. Engagement in these pan-London groups facilitates the IRO's access to information and the experience of colleagues from larger authorities. It also ensures that the experience and needs of the City's children in care are represented in forums that have the potential to influence the direction of practice and statutory guidance about the services and support they receive.

The IRO service has been alert to safeguarding issues for children in care and will continue to monitor care plans closely to include actions that address the known risks of all forms of exploitation and aims to build safety and stability according to the needs of each child.

4. The IRO identifies following areas of improvement and an action plan has been put in place:

Objective	Actions
Complete Review of care/pathway plan document	<ul style="list-style-type: none"> • Ensure that the care plan document reflects needs of UASC cohort • Support children's team to increase the completion rate of initial care plans
Continue to increase IRO visits	<ul style="list-style-type: none"> • Aim for each child to be visited on a separate visit prior to their review • Goal is to increase current IRO visit rate to 40 per reporting year
Continue to develop the LAC review process to make it inclusive for children and ensure anti-racism policies are embedded within the service	<ul style="list-style-type: none"> • Review systemic model and how this can be developed in the LAC review process • Ensure all looked after children are aware of their rights and service providers operate a consistent anti-racist policy.

:

5. Conclusion

The IRO service has made significant contributions to quality assuring and improving services for children in care throughout 2020/2021 amid a challenging background of the covid-19 pandemic. The monitoring and challenge functions of the role have been strengthened and the IRO's knowledge of and relationship with the children in care is a positive feature of the service. The planned focus for 2020/21 was increasing IRO visits and a decrease in placement disruptions. This has been achieved.

A key priority for 2021/2022 is to embed this change in the service and ensure the IRO service is able to respond to the challenges of delivering a service online when required.

Ria Lane

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Committee:	Dated:
Safeguarding Sub-Committee	11/10/2021
Subject: Local Authorities Designated Officer (LADO) Annual Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcome 1
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Pat Dixon, Safeguarding and Quality Assurance Service	

Summary

The purpose of this report is to inform Member's of the Local Authorities Designated Officer (LADO) activity between April 2020 and March 2021, which has been incorporated in the LADO annual report. There has been a total of 15 referrals during this reporting year, which is a significant increase from the year before, where there had been eight. Five of the referrals received related to incidents in the professional's personal life, and only two referrals resulted in an allegations meeting. In those two cases, the allegations were substantiated.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. The responsibilities of the LADO are set out in *Working Together to Safeguard Children* (July 2018), and the *London Child Protection Procedures 6th edition* (updated 2020), Chapter 7. The LADO deals with all allegations made against staff, including volunteers, that call into question their suitability to work with, or be in a position of trust with, children – whether made about events in their private or professional life, all allegations need to be formally reported to the LADO.
2. Local authorities should, in addition, have designated a particular officer to be involved in the management and oversight of allegations against people who work

with children. Any such officer should be sufficiently qualified and experienced to be able to fulfil this role effectively – for example, qualified social workers. The City of London's LADO role is carried out by the Safeguarding and Quality Assurance Service Manager.

Current Position

3. There has been a total of 15 referrals made to the LADO during 2020/2021, which is an increase of seven from 2019/2020. This increase has not been due to any significant surge in referrals, but how referrals and contacts are now being recorded. In the past, only cases that went to an Allegation Against Staff and Volunteers (ASV) Meeting were recorded as a LADO issue, but this did not truly reflect the breadth of concerns and allegations that were being referred to the LADO. In 2020/2021 only 20% of the referrals went to an ASV meeting. However, the other 80% of the cases referred required further investigation and contact with other professionals before they could be concluded and closed. (Attached in Appendix 2 is an anonymised case study of such a case.)
4. The highest proportion of referrals received by the LADO related to incidents that occurred in the professional's personal life. Of the five referrals received in this category: two were related to child sexual offences in the professional's personal life; one was related to domestic abuse; and two were related to the professional's behaviour in their personal life. The majority of these incidents were progressed through their own organisation's disciplinary procedures. The range of organisations involved included Health, Education and the Voluntary Sector.

Options

5. N/A

Proposals

6. N/A

Key Data

7. N/A

Corporate & Strategic Implications

8. Financial implications – N/A
9. Resource implications – N/A
10. Legal implications – N/A
11. Risk implications – N/A
12. Equalities implications – N/A

13. Climate implications – N/A

14. Security implications – N/A

Conclusion

15. There has been a significant increase in the number of referrals that have not gone on to require an allegation against staff and volunteer meeting, (ASV) But many of the cases that come through to the LADO can be managed through a discussion between the designated safeguarding lead, police and any other relevant agencies involved. This can be done either through face-to-face meetings or via Microsoft teams, or by having a telephone conversation with the agency involved. An ASV meeting will normally only be convened when it has been decided that the threshold of harm or risk of harm has been met.

Appendices

- Appendix 1 – Local Authorities Designated Officer's Report Annual Report 2020 to 2021
- Appendix 2 – Case Study (Non-Public)

Pat Dixon

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City of London Local Authorities Designated Officer (LADO) Annual Report 2020 to 2021

1. Introduction

This report identifies the Local Authorities Designated Officer activity that has taken place in regard to referrals and professional allegations in the City of London between April 2020 through to March 2021. This report provides the City and Hackney Safeguarding Children Partnership with an overview of the work undertaken by the City of London's LADO. The report will take into consideration the impact of the Covid-19 pandemic in reviewing and analyse the referrals received throughout the year. Training and development opportunities have been limited in the past 12 months due to the restrictions of working in a pandemic.

2. Designated Officer role

The responsibilities of the LADO are set out in Working Together to Safeguard Children (July 2018), and the London Child Protection Procedures 6th edition (updated 2020), Chapter 7. All allegations made against staff, including volunteers, that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the LADO.

In the City of London, the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly to the Assistant Director of People's Services. Guidance and training on professional allegations are available through the City and Hackney Safeguarding Children Partnership website and agencies have access to consult with the LADO in the City of London.

Due to the pandemic the role of the LADO has been done virtually over the past year, this has worked effectively and there have been no discernible impact on discharging the duties of this role.

3. Referrals

There has been a total of 15 referrals made to the LADO during 2020/2021 period, which is an increase of 7 from 2019/2020. This increase has not been due to any significant surge in referrals, but how referrals and contacts are now being recorded. In the past only cases that went to an Allegation Against

Staff and Volunteers (ASV) Meeting were recorded as a LADO, but this did not truly reflect the breadth of concerns and allegations that were being referred to the LADO. Fig 1 shows that only 20% of the total number of referrals for 2020/2021 went to and ASV meeting. However, the other 80% of the cases referred required further investigation and contact with other professionals before they could be concluded and closed.

Fig1

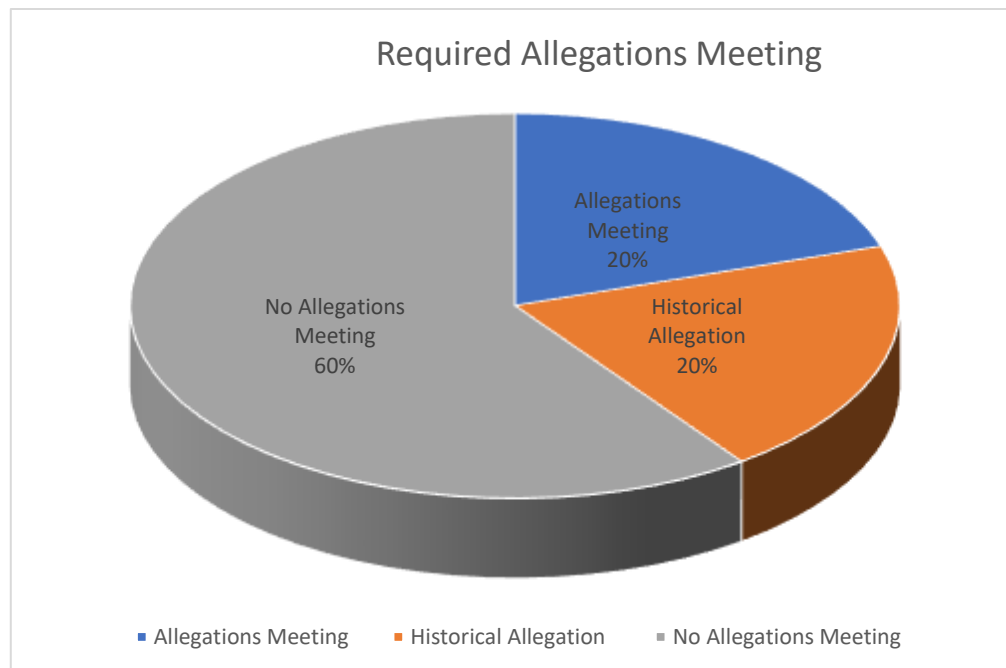
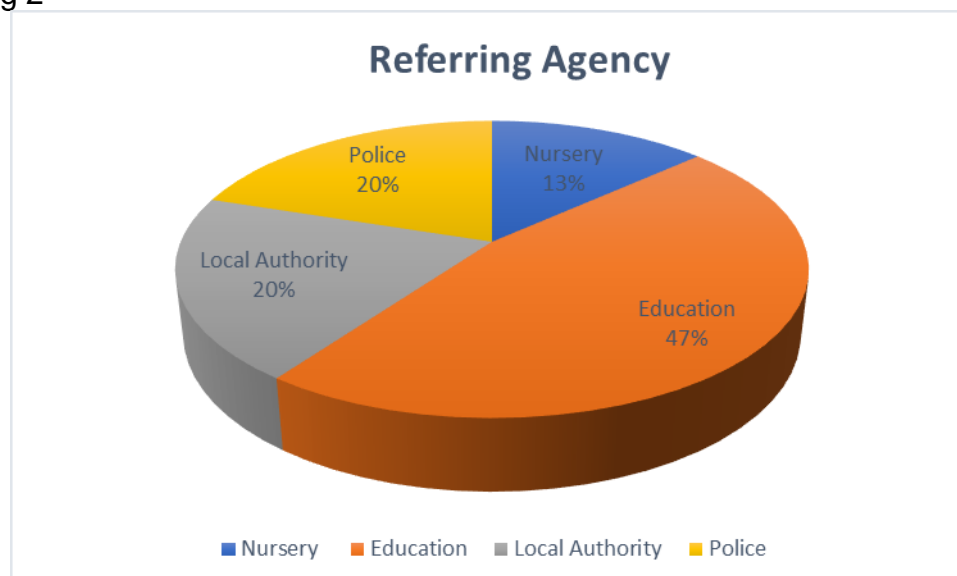


Fig2 (below) shows the agencies from which referrals have been made to the LADO, as can be seen the majority of the referrals have been made by educational settings. Three out of those seven allegations were related to historical allegations. The Police referrals were all related to incidents that occurred in the professional's personal life and as they were in positions of trust a referral was required to the LADO.

Fig 2



As can be seen in Fig 2 the majority of the referrals in 2020/2021 came from educational settings, which is significant given that the majority of the schools were operating virtually during periods over the past year due to the pandemic .However, when this information is broken down further over half of the referrals from educational settings were related to historical allegations.

Fig 3

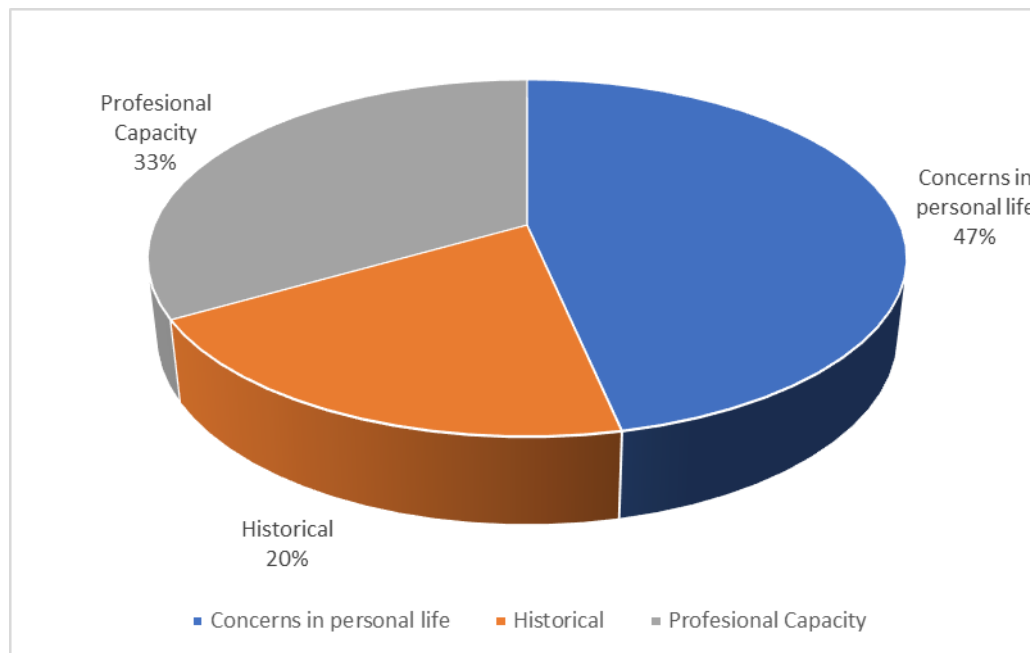


Fig 3 Shows the distribution of referrals in relation to whether they were related to the persons professional, personal life or historical, as can be seen only 33% were related to incidents that occurred in the persons professional life. This may well reflect the shift over the past year of professionals working virtually or reflect better reporting of incidents of people who are in positions of trust.

4. Raising Awareness

Designated Safeguarding Leads can access training through the City and Hackney Safeguarding Children Partnership, part of this training focuses on the role of the LADO. Training has been limited this year due to the pandemic, but professionals are aware of safeguarding concerns emerging through the Safeguarding Education Forum and the Children’s Partnership Board. The City and Hackney Safeguarding Children Partnership also produce “Things You Should Know” (TUSK) briefings, these are sent out via email to professionals and agencies. These briefings contain information on up to date guidance and information on safeguarding, plus the outcomes from child safeguarding practice reviews, formally known as serious case reviews. New staff who have joined the Peoples Directorate in the City of London meet with the LADO as part of their induction. As can be seen by the number of referrals that have been received in 2020 to 2021 professionals and agencies in the City of London are aware of the role of the LADO and are confident in making referrals.

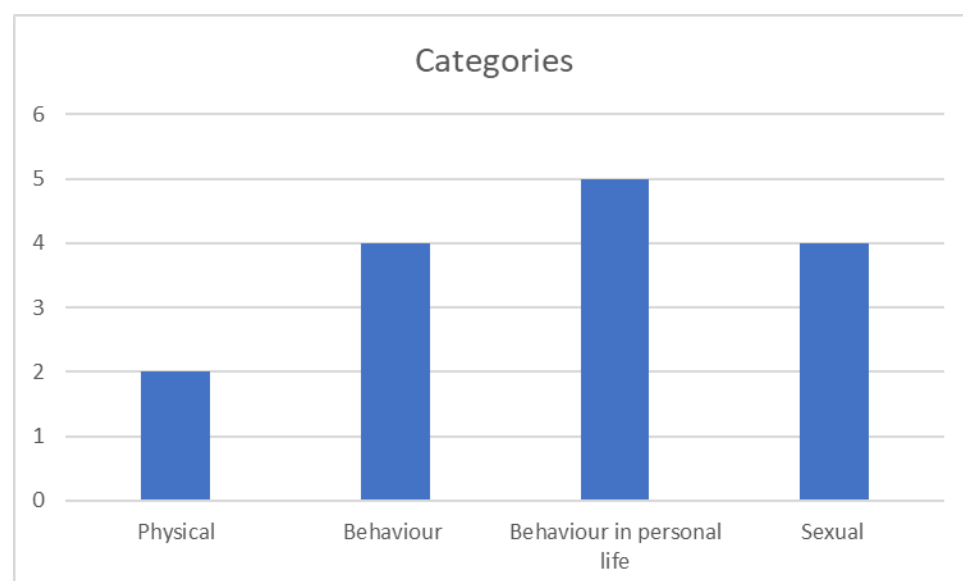
5. Emerging themes

There has been a significant increase in the number of referrals that have not gone on to require an allegation against staff and volunteer meeting, (ASV) But many cases that come through to the LADO can be managed through a discussion between the designated safeguarding lead, police and any other relevant agencies involved. This can be done either through face to face meetings via Microsoft teams, or by having a telephone conversation with the agency involved. An ASV meeting will normally only be convened when it has been decided that the threshold of harm/risk of harm has been met. The Pan London Child Protection Procedures, 6th Edition advises that meetings should not be used routinely to further investigate concerns about inappropriate behaviour or conduct, they should be used when there are clear indications of harm /risk of harm to a child.

Those cases that did not go onto an ASV meeting still required a significant amount of intervention to establish whether there was evidence of harm/risk of harm to a child, which involved contacting a range of professionals. Some were closed because either they did not meet the threshold, or they were not within the jurisdiction of the City of London LADO. However, the majority of these cases were picked up by the employers who dealt with the concerns through the agency's disciplinary procedures.

As can be seen by fig 4 the highest proportion of referrals received by the LADO related to incidents that occurred in the professional's person life. Of the five referrals received in this category, two were related to child sexual offences in the professional's personal life, one was related to domestic abuse and two were related to the professional's behaviour in their personal life. The majority of these incidents were progressed through their own organisation's disciplinary procedures. The range of organisations involved included Health Education and the voluntary sector.

Fig 4



6. Multi-agency working

During the 2020/2021 the LADO has worked with a range of professionals, from other Local Authorities within the London region and nationally, the Police, Health, Nursery and Education settings, in managing the risks and concerns in relation to professional allegations. The LADO also reports into multi-agency forums, such as the City and Hackney Safeguarding Children Partnership, the City of London's Children's Partnership Board and Education Safeguarding Forum. The LADO also maintains close links with the Designated Safeguarding Leads in Schools and there is multi-agency safeguarding training available for partner agencies through the City and Hackney Safeguarding Children Partnership although this has been limited due to the pandemic.

7. Links in London and nationally

The City of London LADO is a member of the pan-London LADO network, which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board. The LADO is also a member of the City and Hackney Safeguarding Children's Partnership, and a member of the Quality Assurance subgroup and Training and Development subgroup.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2020 and March 2021 there have been no direct notifications from the City of London Police and there has been one notification from the Metropolitan Police.

Pat Dixon
Local Authority Designated Officer (LADO)
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN**Date: April 2020 -March 2021**

1. Total number of referrals to the Designated Officer			
Local Authority	City of London	Number of referrals regarding allegations and matters of concern	15
2. Number of referrals from each or organisation			
Agency	Number		
1.Social Care	0		
2.Health-Hospital Staff	2		
3.Health-Community	0		
4.Education	7: School Settings		
5.Early Years-Childminder	0		
6.Early Years-Nursery Staff	2: Nursery Settings		
7. Foster Carer-IFA with other LA Children or Other LA in House Carers Living in the City.	0		
8.Police			
9.Probation	0		
10.CAFCASS	0		
11.Voluntary Organisations Include sports clubs, Scouts, Brownies, dance clubs and charitable organisations	2 Charities		
12.Faith Groups	0		
13.Immigration/Asylum Support services	0		
14.Transport Transport provided to services through a contract	0		
15.Care Agency – Education Employment agency	0		
16.Other Dept. in City of London	0		
17 Other – Anon Youth Services	1- Youth Service		
18. Leisure Services	0		
19.Adult Services	1		
20.Housing Associations/ Providers			

3. Who made the Referral	
	Number
1.Social Care	Three Referrals from other LA
2.Health-Hospital Staff	0
3.Health-Community	0
4.Education	Seven referrals from Education Settings.
5.Early Years-Childminder	0
6.Early Years-Nursery Staff	Two Early Years settings
7.Foster Carer-IFA with City of London children	0
8.Police	Three referred by the Metropolitan Police
9.Probation	0
10.CAFCASS	0
11.Voluntary Organisations Include sports clubs, Scouts, Brownies, dance clubs and charitable organisations	0
12.Immigration/Asylum Support services	0
13.Transport Transport provided to services through a contract	0
14.Care Agency- Education Employment Agency	0
15.Other Dept's City of London	0
16. Other	0
17.Leisure Services	0
18.Adult Services	0
19.Housing Associations/Housing Providers.	0

Number of referrals about an adult within specific employment/volunteer sector which reached a multi-agency strategy discussion and/or meeting and primary reason(s) for referral.						
Employer	Physical <i>state whether concern arose from authorised physical intervention restraint or arrest</i>		Emotional	Sexual	Neglect	Behaviour which called into question person's suitability
	Yes	No				
Social Care						
Health-hospital staff						
Health-community						
Education-teaching staff				1		
Education-nonteaching staff						
Early Years-childminders						
Early Years-nursery staff						
Foster Carers-IFA with City children						
Police						
Probation						
CAFCASS						
Voluntary Organisations						
Faith Groups						
Armed Forces						
Immigration/Asylum Support Services						
Care Agencies						
Transport						
Other (Officer Court)						
Leisure Services						
Adult Services				1		
Housing Associations/Provider						

4. Number of referred cases that resulted in Allegation Against Staff or Volunteers Meeting referral: 2 <i>(Please note there could be more than one outcome).</i>	
Being Substantiated	2
Being Unsubstantiated	n/a
Being Unfounded	n/a
CSM held	n/a
Met the threshold for LADO input but not for a Complex strategy meeting	n/a
Criminal investigation/joint work with CAIT	1 Historical Allegation
Criminal prosecution	0
Caution	0
Conviction	0
Acquittal	0
Initial inquires by employers	0
Disciplinary investigation	2
Disciplinary meeting/hearing	0
Suspension	1
Dismissal	0
Cessation of use	0
Deregistration	0
Training needs identified for member of staff or the agency.	0
Risk Assessment completed by Employer	2
Referral to DBS	0
Referral to regulatory body e.g. GMC /Ofsted etc...	0 (1 Still in progress)
5. At the point of conclusion, the number of cases that were resolved within the following timeframes	
1 month	2
3 months	
6 months	

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Committee:	Dated:
Safeguarding Sub Committee	27/09/21
Subject: Update to the Children's Sufficiency and Commissioning Strategy 2021-2023.	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Contribute to a flourishing society 1. People are safe and feel safe. 2. People enjoy good health and wellbeing. 3. People have equal opportunities to enrich their lives and reach their full potential. 4. Communities are cohesive and have the facilities they need.
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	Not applicable
What is the source of Funding?	No additional funding
Has this Funding Source been agreed with the Chamberlain's Department?	Not Applicable
Report of: Andrew Carter	For Decision
Report author: Ian Jarman	

Summary

This report is to introduce the updated Children's Sufficiency and Commissioning Strategy for Children in Care and Care Leavers in the City of London 2021-2023.

Recommendation(s)

To accept the updated Children's Sufficiency and Commissioning Strategy for Children in Care and Care Leavers in the City of London 2021-2023.

Main Report

Background

The City of London Corporation's (City Corporation,) Sufficiency and Commissioning Strategy for Children in Care and Care Leavers draws together the findings from research into the needs of children and young people in care. The aim is to support children to remain safely within their families wherever possible and where needed provide effective services that promote a journey to independence.

The City will continue to provide preventative services through Early Help to prevent children and young people coming into care. This supports the City Corporation in maintaining low numbers of City of London children coming into care.

The Sufficiency and Commissioning Strategy has been updated to take into account, new demands, the need to reduce costs, new commissioning arrangements through a Dynamic Purchasing Framework, a new local approach for supported accommodation and broader options when moving onto independent accommodation for young People in Care and leaving Care.

Current Position

Children's Services provide support and care for the City's Children in Care. Due to the low number of Children in Care in the City, services have historically been arranged via a spot purchase model, particularly when meeting the increased number of Unaccompanied Asylum-Seeking Children (UASC), the largest area of growth in demand for the City.

As part of the update to the Sufficiency and Commissioning Strategy, it has been identified that the spot purchase model does not provide any economies of scale, making it difficult to negotiate price reductions also requiring high levels of administration. The updated strategy outlines the move from spot purchasing to a Dynamic Purchasing framework to improve value, reduce costs and work collaboratively with Local Authorities to improve outcomes and quality.

The updated strategy also sets out our plans to develop local 'moving on' accommodation options within the City, for Care Leavers, through partnerships with City Housing and the private rented sector.

Proposals

That the updated strategy, action plan and monitoring arrangements are accepted by the Committee.

Options

1. To accept the updated strategy in its current format
2. To accept the updated strategy but with recommended changes
3. To reject the updated strategy.

Key Data

All relevant key data is embedded within the Sufficiency Strategy.

Corporate & Strategic Implications

The proposals within the strategy align with the Corporate Plan - **'Contribute to a Flourishing Society'**, by moving toward more localised options for Care Leavers to live and integrate within the local City community.

The City Children and Young People's plan sets out our overarching vision, priorities and activities, which provide the context for this strategy. The proposals within the Sufficiency and Commissioning strategy also align with the updated Children and Young People plan for more effective housing and supported accommodation options within the city (currently undergoing updated development).

Financial implications

The actions outlined in the updated Sufficiency Strategy are intended to ensure better value for money with reduced costs and reduced administration when Commissioning new placements and services through a Dynamic Purchasing Framework.

The proposals outlined in terms of improved and more local accommodation options aims to significantly reduce the use of high cost of supported accommodation and ensure move on accommodation is available sooner, which will reduce costs for those Care Leavers remaining in placements until independent accommodation becomes available.

Resource implications

The City has a single children's team working closely with the City Commissioning Team to deliver services and placements, most of which is outside of the square mile. The use of a Dynamic purchasing system to buy placements brings Local Authorities together to reduce administration, ensure better prices and quality through collaborative purchasing and the resulting economies of scale.

Legal implications

Since the implementation of the Children Act 1989 local authorities have been required to take steps that secure, so far as is reasonable and practicable, sufficient accommodation for children looked after within their local authority area or 'the sufficiency duty' (s. 22G, Children Act 1989, as inserted into the Act by s. 9 of the Children and Young Persons Act 2008).

The strategy is a requirement for all Children's Services and is underpinned by legislation and statutory guidance including:

- Section 9 of the Children and Young Persons Act 2008 which places a general duty on local authorities to secure, so far as reasonably practicable, sufficient accommodation within the local authority's area which meets the needs of children that the local authority are looking after, and whose circumstances are such that it would be consistent with their welfare for them to be provided with accommodation that is in the local authority's area.

Statutory Guidance (DfE 2010) describes the accommodation required for a child looked after that:

- does not disrupt his/her education or training;
- enables the child to live with an accommodated sibling;
- accommodation is within the local authority's area, unless that is not reasonably practicable.

The wider Legal implications are set out in Appendix 1, Page 16 of the strategy.

Risk implications

There are few risks presented by the strategy itself. However, by not improving the Commissioning arrangements, improving the type of provision available locally or not increasing the supply of local moving on accommodation means that quality is unlikely to improve at a satisfactory pace and costs will continue to climb due to out of area placements and the continued use of spot purchasing.

Equalities implications

The Children's Sufficiency and Commissioning Strategy for Children in Care and Care leavers, develops options for those Children who are among the most vulnerable in our Communities. The proposals in the strategy comply with our public Sector Equality Duty 2010, having a positive impact on people protected by existing equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation and pregnancy.

Climate implications

Providing more localised services will reduce the impact of travelling to and from out of area provision in terms of Social work, but also in terms of quality checks and reviews.

Having a direct relationship with Landlord providers does offer the opportunity to review properties and installations for environmental impact and work to reduce those wherever possible.

Security implications

The updated Sufficiency strategy does not have any Security Implications.

Stakeholder Engagement

To support the strategy progress, an action plan has been added which has been reviewed by stakeholders, taking feedback from Young People into account.

Feedback from Mr. Chris Sands, the City's independent reviewer for Young People services and Chair of the City's Achieving Excellence Board states:

"The strategy reads well, is comprehensive and succinct. It is good that you have clearly stated you will not use unregulated placements for under 16s. The three main accommodation options (Para 5.9), are entirely appropriate and demonstrate thinking outside what is already available".

Conclusion

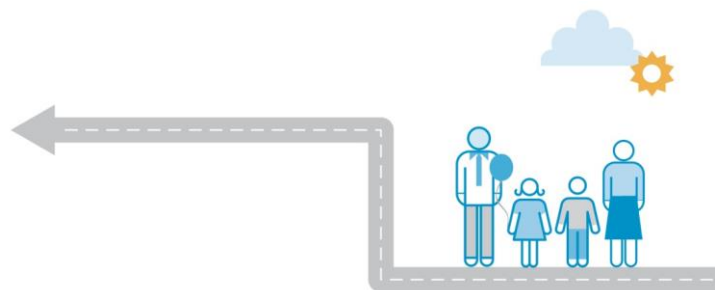
The sufficiency and Commissioning Strategy for children in care and Care Leavers sets out the City Corporation's intentions in providing services for children looked after in the City, which meets their needs in relation to quality and diversity. To ensure that progress against the action plan is measured and supported, regular updates on the action plan delivery will be reported at the following regular Management Group meetings:

- Strategic Placements Group
- Children's Senior Management Team
- Achieving Excellence Board
- Safeguarding Sub Committee – reporting to City Members.

This updated strategy will be reviewed annually, with the next review in April 2022.

Report author

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DCCS.



SUFFICIENCY AND COMMISSIONING STRATEGY FOR CHILDREN IN CARE AND CARE LEAVERS IN THE CITY OF LONDON

2021-2023

About this document

Title	Sufficiency and Commissioning Strategy for Children in Care and Care Leavers in the City of London.
Purpose	The Sufficiency Strategy has been produced to set out how the City of London Corporation will meet its duty of sufficiency. This version of the document includes the mid-term review.
Updated by	Ian Jarman - Commissioning Manager
Approved by	Director of Community and Children's Services
Date	August 2021
Version number	1.5
Status	Final
Review frequency	Three-yearly with annual review.
Next review date	April 2022

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1 Introduction

- 1.1 The City of London Corporation's (City Corporation) Sufficiency and Commissioning Strategy for Children in Care and Care Leavers draws together the findings from research into the needs of children and young people in care. It analyses need presenting to the City of London, helps us to assess future placement requirements, and sets out options and explains our approach. This strategy should be read alongside other key strategies. These include the City's *Joint Health and Wellbeing Strategy*, the *Joint Mental Health Strategy*, the *Education Strategy*, the *Children and Young People Plan* as well the City of London Police's *Vulnerability Strategy*.
- 1.2 All local authorities have a statutory duty to ensure that there are enough placements within their geographical area to meet the needs of looked after children. The City of London covers one square mile and there are no foster carers within this geographic area (March 2019). Due to the comparatively low number of children residing in the City of London it has not been considered feasible to provide an in-house fostering service.
- 1.3 The City Corporation has one generic children's team which provides a full range of services including permanence, early help, and support for children with disabilities, children in need, child protection, looked after children and care leavers. The number of City of London resident children who have become looked after is very low. Most children who are looked after by the City Corporation are Unaccompanied Asylum-Seeking Children (UASC). The size of the children's team, the low numbers of looked after children and the predominance of UASC determines the distinct approach to placements that we take in the City of London.
- 1.4 The City Corporation is committed to ensuring that children and young people can remain safely within their own families wherever this is consistent with maintaining and promoting their wellbeing. This is supported through a "Think Family" approach, whereby all services involved with the family work together to prevent children coming into care. Further details about "Think Family" can be found here: <https://chscp.org.uk/think-family2/>
- 1.5 We are also improving the range of support services available to children with disabilities and their families, to ensure that this group of children and young people remain within their families wherever possible. The City Corporation has published a Carers Strategy for 2019-23 which sets out support for carers of children and young people with disabilities in accessing targeted and early help services, in addition to "short breaks", as well as developing an updated action plan. Further details about support for carers of children and young people with disabilities can be found here: [SEN and Disabilities Local Offer | FYi Directory \(cityoflondon.gov.uk\)](#)
- 1.6 We ensure that only those children and young people for whom care is essential come into care while enabling all others to be supported to remain within their extended families. Where children and young people need to come into care for their own safety and protection, we will seek to ensure that they remain placed as close as possible to their home, community and school, when this is in accordance with their best interests.

- 1.7 For young children who are unable to safely return to their birth or extended families, we will seek permanency for them through adoption wherever possible. Adoption is associated with the best outcomes for children unable to remain within their own birth families, where this is not possible the City has sought to achieve permanency through a Special Guardianship Order.

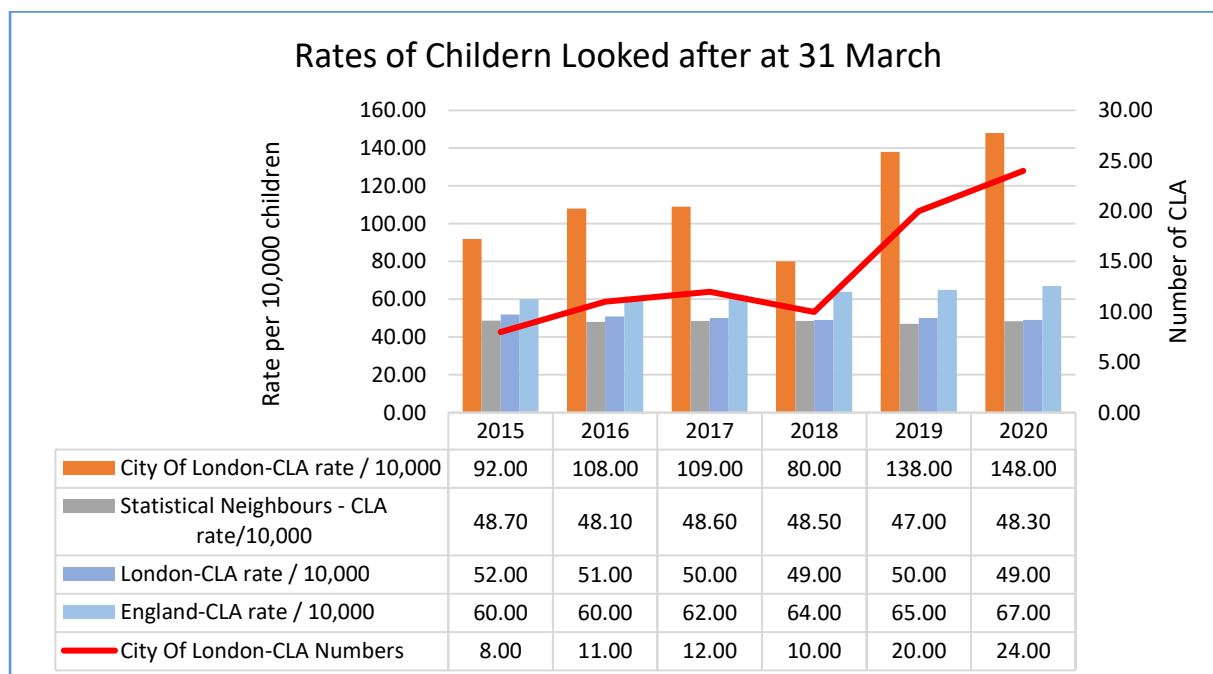
2 Vision

- 2.1 This strategy reflects and will support the delivery of the vision and priorities set out in our *Children and Young People's Plan 2018-21*. The City Corporation is currently reviewing the *Children and Young People's Plan* and will be publishing an updated version later in 2021.
- 2.2 The Vision is 'to be the best place possible for children and young people to grow up. We will work in partnership to provide a safe, inclusive and supportive environment where all our children and young people, regardless of background and circumstance, feel they belong. We will provide high quality services, world-class education and excellent opportunities that enable them to live healthily, develop resilience, access meaningful employment, achieve their potential and thrive'.
- 2.3 The five priorities are:
- **Safe** - Our children and young people are safe and feel safe.
 - **Potential** – Our children and young people have equal opportunities to enrich their lives and are well-prepared for adulthood.
 - **Independence, involvement and choice** - Our children and young people are co-producers of cultural and support services and they will have the resources to develop independence and the empowerment to play an active role in their communities and exercise choice over their services.
 - **Health and wellbeing** - Our children and young people enjoy good health and wellbeing.
 - **Community** - Our children and young people grow up with a sense of belonging as part of cohesive and resilient communities. They are able to create and participate in the cultural and creative opportunities available in the Square Mile.
- 2.4 Our Children and Young People's Plan supports the delivery of the aims set out in the City Corporation's *Corporate Plan 2018-23*, particularly to 'contribute to a flourishing society' where people are safe and feel safe, enjoy good health and wellbeing, have equal opportunities to enrich their lives and reach their full potential and live in communities that are cohesive and have the facilities they need.

3 Local Context

- 3.1 As can be seen from Figure 1 (below) the majority of the looked after children cared for by the City Corporation are unaccompanied asylum-seeking children (UASC) hence why the City has explored options for semi-independent living, which is the preferred placement option of UASC's according to consultation with them. This contrasts with other local authorities, where the majority are residents in the local authority. This

brings its own unique challenges for the City Corporation in terms of finding suitable placements that meet the diverse cultural needs. In addition, while comparatively low, the number of looked after children doubled between 2018 and 2020, as did the number of care leavers, and we have needed to respond to the additional demand for placements.



	LAC Mar-18	LAC Mar-19	LAC Mar-20	LAC Dec-20	Care leaver Mar-19	Care leaver Mar-20	Care leaver Dec-20
No of open cases	10	20	24	23	21	32	42
No of UASC /former UASC	10	17	21	19	20	29	39

KEY FACTS

On 31 March 2020, the City Corporation was caring for 24 young people, of whom 21 were UASC.

This is a 20% increase in the number of cases on 31 March 2019 when there were 20 CLA, including 17 UASC. But it is a 140% increase on March 2018 when there were 10 children in care, all UASC.

At March 2020 the rate of children in care per 10,000 children under-18 in the City was 148, significantly higher than the London average of 49.

2 out of the 24 were female, 14 were black or black British, 2 were Asian, 1 was mixed ethnicity, 2 were white and 5 were from other ethnic groups. 19 were aged 16 or 17.

13 were in foster care placements out of borough, 9 were living in semi-independent residential accommodation with 24/7 support and two were placed for adoption with placement order

On 31 March 2020, 32 young people were engaged with the City Corporation's Care Leaver service of which 29 were former UASC. This is a 53.4% increase in the care leaver cohort compared to 21 care leavers in March 2019.

On 31 March 2020 3 care leavers were female, 18 were Black African, 5 were White (British or Albanian) and 9 were from other ethnic groups (most from Afghanistan).

21 were in semi-independent living accommodation; 6 in independent living accommodation and 4 were 'stayed put' with their former foster carers.

It is of note that by 31 December 2020 the care leaver cohort had increased a further 31% to 42 young people

- 3.2 Figures 2 and 3 show the ethnic diversity of the looked after children and care leaver population supported by the City Corporation. Our approach is to meet the diverse needs of our children and young people, ensuring that they have the support of foster carers who know and understand their needs and journey. We seek to secure the best match for the young person in their placement through reviewing and assessing a range of carers with similar backgrounds to the young people (see Section 4).
- 3.3 Due to the diverse nature of this population it is important that we have a range of carers from varied backgrounds, given the size and demography of the City of London it is difficult to meet these needs in the Square Mile.
- 3.4 Most accommodation used for those who are transitioning to leave care delivers some support to our young people and reflects their needs on transitioning to independence. The City Corporation anticipates that UASC will continue to be the significant majority of those for whom we provide care. As such our future need will continue to require a high proportion of semi-independent living accommodation that provide support.

Figure 2: Ethnic Diversity of Looked After Children Population 31 December 2020

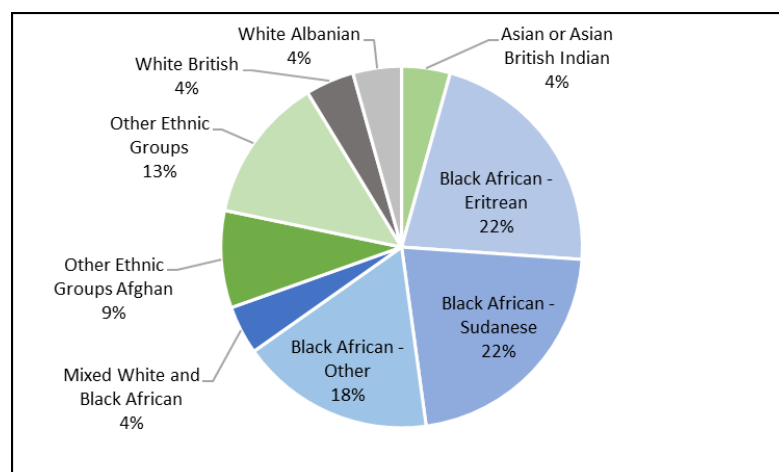
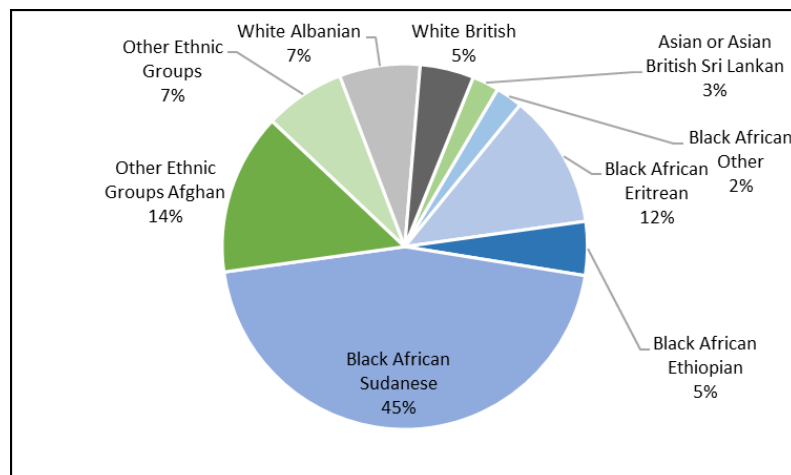


Figure 3: Ethnic Diversity of Care Leaves Population 31 December 2020



4 Commissioning Placements

- 4.1 Our approach to commissioning services for looked after children and care leavers is shaped by the evidence-base for what works, by best practice, market supply and by the voices of children and young people.
- 4.2 A sufficiency strategy for the City of London also needs to take account of the specific characteristics of our locality and our cohort of looked after children and care leavers.
- **Our size.** We have a comparatively small resident population (around 8,000) and much fewer children and young people in care and leaving care than other local authorities.
 - **Our looked after and care leaver population.** The children and young people in our care are mostly UASC. They tend to be older and are a highly diverse cohort who may have strong ethnic, cultural and religious identities. They prefer semi-independent living.
 - **Our assets.** For example, as a strategic housing authority we have accommodation both in the City of London and across six other London Boroughs.
 - **Our values.** A placement is only as good as the social work practice that supports it – for example, after three months in placement we offer a specialist mental health assessment. We are strongly committed to co-production: treating children and young people as partners; finding out about their individual needs, assets and aspirations, and involving them at a strategic level (e.g. through our Children in Care Council).

Some assumptions

- 4.3 Our placements commissioning strategy assumes that:
- Foster care placements will usually be best for looked after children who are under the age of 18 (except the youngest children, where adoption may be best).
 - Unregulated Support Accommodation will not be used for anyone under 16 years old.
 - The option of remaining in a successful foster care placement should be available for older children. We are committed to providing continuity for children beyond 18 wherever we can.
 - Semi-independent living may be suitable for older children in care, but for 16 to 18-year-olds (subject to assessment) this would include a range of provision as per individual need, some with 24/7 onsite staffing and access to specialist support.
 - Semi-independent living can be good alternative option to foster care for young people leaving care and Unaccompanied Single Children (UASC).
- 4.4 It also assumes that:
- A placement in or near the City of London may be best for children with a local connection.
 - A placement taking account of the individual's ethnic, cultural and/or religious identity is usually beneficial for UASC.

Options assessment

- 4.5 The City Corporation focussed on six key criteria in making our initial options assessment:
1. *Are placements available in the City of London?* This is beneficial for some children.
 2. *Are placements subject to regular and rigorous quality checking?*
 3. *Does our approach to placements provide us with enough capacity of the right sort to meet changing need?*
 4. *Does our approach meet the diverse needs of our children and young people?*
Recognising that this is not going to be possible within the City of London itself.
 5. *Does our approach provide stability, and minimise placement breakdown?* This is difficult to assess directly. For us, if we are meeting criteria 1-4, then placements will tend to be stable, so long as they are supported by good social work practice.
 6. *Do placements provide 'value for money'?* How do the costs compare with alternatives of similar or better quality and with those of other local authorities?
- 4.6 We also need an approach that enables us to work flexibly, so we are not exclusively reliant on one option, are managing risk and can meet the diverse needs of the children and young people looked after and leaving care (e.g., by having options in the City while also being able to cast the net wider to match children to placements appropriately).
- 4.7 A further options appraisal identified the most effective purchase model for the City to be the Commissioning Alliance, covering Foster Care, Supported Living, SEND and Residential Placements. The Commissioning Alliance¹, 'Care Place' Framework, has a set of Dynamic Purchasing Vehicles (DPV) which hold a panel of pre-qualified and experienced care providers which have been pre-approved and appointed via EU procurement procedures. This framework also provides a complete package of administrative tasks and monitoring functions and offers the best value for money.
- 4.8 Approved through City governance in early 2021, it is intended to procure the majority of Children's placements through the Commissioning Alliance for the next 3 years to 2024 with ongoing effectiveness reviews. Working through this partnership with other London Boroughs will increase the availability and specialism with pre-qualified and experienced care and support providers. It will also support the City with new and innovative placements for Looked After Children and Young People as set out below:

For Foster Care: We will work through the Commissioning Alliance, Dynamic Purchasing portal to secure Foster Placements. We will also provide free training for all foster carers who are involved in caring for City of London children and young people. In addition, we also seek to secure foster carers who are willing to enter into 'staying put' arrangements to provide stability for those leaving care and transitioning to adulthood.

¹ <https://www.commissioningalliance.co.uk/our-services>

For semi-independent living: Through the Commissioning Alliance, we will procure semi-independent living appropriate to individual needs as this is the preferred option of UASC's. We will work with providers and other LA's to implement any new regulatory requirements, including any introduced by Ofsted during 2021/22 and beyond. For UASC's in semi-independent accommodation, the City will pay accommodation, support and agreed subsistence costs as required by legislation and up to the point they have been given status to remain and become eligible for State Benefits. UASC's will be expected to fund their own costs up to their benefits level and/or income. If required any rent subsidies or top ups will be negotiated with the young person and Semi-independent providers on an individual basis.

For Residential Care: We will secure placements through the Commissioning Alliance portal, ensuring full adherence to current regulatory frameworks and any Ofsted requirements.

For SEND: We will arrange services to meet needs through the Commissioning alliance portal which may be part of a package of support to meet a range of needs.

While we are in the early stages of the Commissioning Alliance² implementation, we will review the effectiveness of the Dynamic Purchasing Portal outcomes in matching children and young people to placements, the quality of support and benchmark costs with other London Boroughs through the London Commissioning Alliance.

Adoption is generally the best option for younger children who cannot return to their birth or extended families. The City of London has a Memorandum of Understanding with five local authorities to form a Regional Adoption Agency (RAA), led by the London Borough of Harrow.

4.9 In addition, the City's offer includes:

- Additional free training for foster carers who care for City looked after children
- A high level of support for all children and young people in placement from their social worker and independent review officer
- A specialist mental health assessment offered to all children and care leavers after three months, to ensure their needs are identified and responded to in a timely manner, recognising the higher risk of trauma among UASCs.

4.10 The City of London Corporation started a programme of reviewing the semi-independent (unregulated) provision provided for looked after children and care leavers. The purpose of this review is to establish the quality of the services being provided, effectiveness of support that progresses toward independence, personal income is maximised where appropriate and gain assurance that young people are not at risk in the local authority areas in which they were being placed.

² <https://www.commissioningalliance.co.uk/>

- 4.11 Quality and diligence checks continue to be made on the services being provided by the semi-independent provision in relation to the accommodation, quality of support being offered to young people in respect of life skills, health, cultural needs, education and accessibility to facilities, such as Mosques, Churches, shops and leisure facilities.
- 4.12 The locality of the semi-independent placements is also reviewed, looking at the level and types of crime occurring in the area, in comparison to other London Boroughs. The information from these assessments is shared with the Children and Families Team so they can make an informed decision on placing a young person in the area.

In line with the recent announcement from the Secretary of Education,
www.gov.uk/government/news/unregulated-accommodation-banned-for-vulnerable-children-under-16

We will not place any Children under the age of 16 years in semi-independent (Unregulated) accommodation and will work to support any new or revised Ofsted regulations. We will also support any new national standards that relate to unregulated settings accommodating 16 and 17-year-old children in care and care leavers, to improve the quality of this provision and ensure that individual needs and progression toward independence are at the forefront of delivery and does not mean refusing independence to older teens who are ready for it. For example, in Semi Independent Living, it may be appropriate to have more freedom to come and go and any curfew/restrictions should be agreed by negotiation rather than instruction, the same as for any 16 and 17-year olds living at home with their parents.

- 4.13 The success of any placement depends on the quality of support provided. We ensure that a high level of in placement support is available both from the child's social worker and an independent reviewing officer, for care leavers in City accommodation our tenancy sustainment officers also have a key role to play.
- 4.14 The City of London also has a duty to appoint an Independent Reviewing Officer (IRO) to every child in care. These are experienced social workers who oversee the care plan of the child and ensure that everyone who is involved in that child understands their responsibilities. IRO's visit placements prior to children being placed and during their stay, in order to assess suitability and the quality of support for each individual. This ongoing review process combined with the City's quality monitoring, ensures positive outcomes for individuals and prevents placement breakdowns, which are highly damaging to children.

5 Leaving Care and Moving On

- 5.1 The City of London has a statutory duty to provide accommodation and care for young people that are looked after up to 18 years, and to provide support to Care Leavers and UASC's up to 25 years.
- 5.2 All will have their own unique circumstances; independence and moving on preparation will vary according to each young person with different life experiences, individual needs and future aspirations. In the City, for example, we support young people who:

- Are in long-term, settled care placements
 - Have experienced a series of short-term placements
 - Are unaccompanied asylum-seeking Young People
 - Are planning for university, Armed Forces or further education away from the City
 - Are in custody / secure accommodation
 - Are physically disabled, have learning difficulties or on the autistic spectrum
 - Have only very recently become looked after
 - Are young parents
 - Are experiencing mental health difficulties
 - Are in hospital for a long-term period of medical care
- 5.3 Whatever their current situation, we will ensure care leavers in the City are prepared for life after care. An individual pathway plan will be agreed to help prepare young people for independence in accordance with their needs.
- 5.4 The transition to adulthood for all young people, including care leavers, is about progression. For care leavers, this may be a series of small or larger steps, both preparing for independence, leaving care and beyond. Some young people may get their own independent accommodation at 18 years, which is recognised as a very young age to live alone. If this is the case, they will continue to need support as they develop their skills, learn from experience and react to their changing life circumstances. Realistically, most young people at 18, not only care leavers, may find it difficult to manage their own tenancy successfully even with support, and any experience of 'failure' can impact them practically and emotionally.
- 5.5 The emotional wellbeing of young people leaving care is a critical consideration. Alongside support in relation to managing their accommodation, we will continue to offer emotional and practical support up to the age of 25 years to ensure that our care leavers, often living on a tight budget and living alone, can manage in a tenancy and in engage positively with their community.
- 5.6 Young people also need timely and easy to understand information about what will happen when they leave care, the type of accommodation they should expect, where they might live and the pros and cons of various options. When young people are ready to leave care in the City, they will be provided with practical information about moving on and supported to secure their moving on accommodation.
- 5.7 Young people leaving care need a home that is safe and secure to ensure a positive transition into adulthood. Good quality, affordable housing combined with needs led support for emotional well-being and life skills is essential to enable success in other areas of life, such as employment. Availability of social housing is severely limited in the City, with single person accommodation social housing in high demand and in short supply. This can limit accommodation choices for most young people and those who wish to remain in the City area are likely to be offered a tenancy in Studio type accommodation but may wait a long time and remain in a high cost placement for longer than necessary.

5.8 An initial review of the options available going forward has identified that when accommodating Care Leavers and enabling move on, the City could deliver a better model which could have the potential to be more cost effective and improve individual outcomes.

5.9 In order to develop a new City model there are three main options in consideration:

1. Develop a purpose-built supported accommodation scheme in the City, for Young People. This would need to be developed with the City Housing Team and a possible partnership with a local Housing Association. The scheme would require onsite staffing and a clear onward route to independent housing. For this model, move on accommodation would need to be secured.

The benefits of this approach would be:

- A local setting in which to accommodate Care Leavers
 - Partnership approach to supporting Care Leavers
 - Ability to locally manage and plan vacancies
2. Develop a City based 'Core and Cluster' accommodation model for Young People. This model would secure self-contained studio flats within the City locality. These would be linked to a specialist outreach service to provide daily contact, with ongoing practical and wellbeing support to enable Care Leavers to sustain a tenancy and out of hours support built in.

The additional benefits of this approach are:

- a. There would be no need to build/remodel a property as the intention would be to use existing City housing stock.
 - b. Move on accommodation would not be required as the support would be to enable the Young Person to develop the accommodation as their long-term home and establish themselves in the local community. This would provide Young People a level of security and stability in a time when they may be experiencing many changes in their lives.
3. Increase the amount of move on accommodation by developing a Private Rented scheme (PRS) with accredited Landlords that could include the City paying for a deposit and a rent guarantor scheme. We will work with colleagues in housing to engage with existing and/or new private sector landlords. It is noted that for this approach, a Community based support offer may also be needed.

The additional benefits of this approach are:

- a. Increased move on accommodation in the City area, enabling young People to move when they are ready.
- b. Increased move on accommodation availability can reduce costs of Supported accommodation.

- 5.10 Initial scoping has started on these forward options. A fully costed options appraisal will be developed during 2021/22 that can determine the future accommodation offer for the City's Young People leaving care.

6 Public Sector Equality Duty

- 6.1 The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s. 149) that requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:
- Eliminate discrimination, harassment and victimisation
 - Advance equality of opportunity between people who share a protected characteristic and those who do not, and
 - Foster good relations between people who share a protected characteristic and those who do not
- 6.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.
- 6.3 The City Corporation's Sufficiency Strategy will enable the Corporation to meet its statutory duties to ensure that there is sufficient and appropriate accommodation for looked after children. The strategy will have a positive impact on those within its remit; specifically looked after children, among whom males and BAME children are overrepresented.
- 6.4 The Strategy will advance equality of opportunity for looked after children with protected characteristics and foster good relations between looked after children with protected characteristics and those who do not.

7 Reviewing this Strategy

- 7.1 This strategy sets out our commissioning intentions to ensure that we have sufficient placements of the right kind and quality to meet the needs of children and young people in care within the City of London.
- 7.2 Central to this strategy is children and young people and the support they need to thrive, develop and reach their full potential. This means considering their health, education, connectedness and emotional wellbeing when reviewing how we meet their placement needs.
- 7.3 We are committed to ensuring that children and young people have their views taken into consideration; this will be achieved by consultation through and engagement with forums including the Children in Care Council and the Youth Forum.

- 7.4 To ensure that progress against the action plan is measured and receives full support, updates on the implementation of the Action Plan will be reported at the following regular Management Group meetings:
- Strategic Placements Group
 - Children’s Senior Management Team
 - Achieving Excellence Board
 - Safeguarding Sub Committee – reporting to City Members.
- 7.5 The strategy will be reviewed annually to ensure that our approach and commissioning intentions are effectively meeting the needs of children looked after in the City of London. Review will also take account of any complaints or complements regarding placements.
- 7.6 This updated strategy runs until 2023, and will be reviewed annually, with the next review in April 2022.

8 Concluding Remarks

- 8.1 The sufficiency and Commissioning Strategy for children in care and Care Leavers sets out the City Corporation’s intentions in providing services for children looked after in the City, which meets their needs in relation to quality and diversity.
- 8.2 The uniqueness of the demography in the City of London is not currently conducive in meeting these needs and therefore the City Corporation will continue to commission independent fostering agencies through the Pan London agreement in the short term and for the longer term, is joining the Commissioning Alliance, a framework that uses a Direct Purchase portals with a broad range of pre-qualified providers across SEND, Fostering, LACs over 16, Care Leavers and UASC’s, with the aim to place them in City of London estates when appropriate.
- 8.3 The Children and Young People’s plan sets out our overarching vision, priorities and activities, which provide the context for this strategy. We will continue to provide preventative services through Early Help to prevent children and young people coming into care. This supports the City Corporation in maintaining low numbers of City of London children coming into care.
- 8.4 A significant proportion of the City Corporation’s looked after population are UASC. A key area of development has been to bring both City of London resident children and UASC together to ensure that they have a say in the development of services for children in care. This has been achieved through the Children in Care Council and opportunities for children in care and care leavers to be involved in the monitoring of commissioned services.

Children's Sufficiency Strategy Actions 2021/2023

	We will	Lead	Performance measure	Target
Children's services	Build on any findings or improvement areas as identified in the CoL audit on Unregulated Children's Placements in March 2021.	Children's Social Care	That areas identified for improvement are actioned within timescales agreed with Audit.	November 2021
	Implement Unregulated Placements National Policy changes and new Ofsted requirements.	Children's Social Care Team	New Ofsted compliance regime is planned for 2021/22. Guidance will establish development needs for the City and relevant performance measures.	As per Ofsted announcements
	Review of Unregulated Placement and diligence and monitoring procedures.	DCCS Commissioning	Improved contract monitoring and diligence checks	July 2022
	Implement the Commissioning Alliance Direct Purchasing Portal and utilise to procure and monitor placements.	DCCS Commissioning	Number of successful placements, effective cost comparison with other LA's, reduced administration.	November 2021
	Review placements contracts annually or 6 monthly as required.	DCCS Commissioning	Col Contract review and feedback on the effectiveness of placements.	Programme of reviews for 2021/22 completed by March 2021.
	Review the implementation of the Commissioning Alliance Purchasing Portals.	DCCS Commissioning	Following the implementation of the new commissioning Alliance, a 6-month review to show the effectiveness of this model and efficiencies gained.	January 2022
	Review engagement and consultation options during and after Covid lockdown restrictions.	DCCS Commissioning	Aim is to ensure that Client and Carer feedback is incorporated into performance monitoring and service development.	March 2022
	Review leaving care guidance and information to ensure housing options are clear.	Children's Social Care Team	Ensure that information and guidance is up to date and includes realistic options for Care Leavers.	December 2021
	Develop proposals for a City based Supported Accommodation offer for Care Leavers with the view to develop a scheme in 2 – 3 years.	DCCS Commissioning	An options appraisal and business case to develop a Supported Accommodation scheme with plans and timescales to completion and launch.	August 2022
	Develop a Private Rented, Move on accommodation offer for Care Leavers.	DCCS Commissioning	Work with City housing Team and Private Sector Landlords to develop a long term move on offer with Rent Guarantees and Deposits pre-agreed.	August 2022

APPENDIX 1 – The Legal Context

1. Since the implementation of the Children Act 1989 local authorities have been required to take steps that secure, so far as is reasonable and practicable, sufficient accommodation for children looked after within their local authority area or ‘the sufficiency duty’ (s. 22G, Children Act 1989, as inserted into the Act by s. 9 of the Children and Young Persons Act 2008).
2. The Statutory Guidance on *Securing sufficient accommodation for looked after children* (2010) sets out best practice, which includes the following:
 - That all children are placed in appropriate placements with access to the support services they require in their local authority area, except where this is not consistent with their welfare;
 - That the full range of universal, targeted and specialist services work together to meet children’s needs in an integrated way in the local area, including children who are already looked after, as well as those at risk of care or custody;
 - Where it is not reasonable or practical for a child to be placed within her/his local authority area, there are mechanisms in place to widen the range of provision in neighbouring areas, or a region which is still within an accessible distance, while still being able to provide the full range of services to meet identified needs;
 - That partners, including housing, work together to secure a range of provision to meet the needs of those who become looked after at the age of 16 and 17 years, and support the continuity of accommodation beyond the age of 18 years;
 - In addition to meeting relevant national minimum standards, services are of high quality to secure the specific outcomes identified in the care plans of children looked after.
3. The Statutory Guidance states that ‘Local authorities must be able to show that at a strategic level they are taking steps to meet the sufficiency duty, so far as is ‘reasonably practical’.’ It further explains what is meant by ‘reasonably practical’, and it includes the following:
 - that it is a general duty that applies to strategic arrangements, rather than to the provision of accommodation to an individual child;
 - it does not require local authorities to provide accommodation within their area for every child they look after;
 - there may be a significant minority of children for whom it is not ‘reasonably practical’ to provide a certain type of accommodation within the area;
 - in accordance with section 22C (5) of the 1989 Act, the overriding factor is that the placement must be the most appropriate placement available;
 - the local authority must give preference to a placement with a friend, relative or other person connected with the child and who is a local authority foster parent [section 22C (7) (a)].
4. The term ‘looked after children’ as defined in the 1989 Act refers to all children and young people being ‘looked after’ by the local authority. These may be subject to Care Orders or Interim Care Orders; placed or authorised to be placed, with prospective adopters; voluntarily accommodated including unaccompanied asylum-seeking children (UASC), subject to court orders with residence requirements i.e. a secure order or remanded to local authority accommodation.
5. The term ‘care leavers’ as defined in The Children (Leaving Care) Act 2000 amends the Children Act 1989 to include the following definitions of ‘eligible’, ‘relevant’ and ‘former relevant’ children:

- Eligible children are those young people aged 16 and 17 who are still in care and have been 'looked after' for (a total of) at least 13 weeks from the age of 14 and including their 16th birthday;
 - Relevant children are those young people aged 16 and 17 who have already left care, and who were 'looked after' for (a total of) at least 13 weeks from the age of 14, and have been 'looked after' at some time while they were 16 or 17;
 - Former relevant children are those young people aged 18, 19 or 20 who have been eligible and/or relevant.
6. The *Children and Social Work Act 2017* introduced Corporate Parenting Principles to ensure all staff and departments in local authorities consider the impact of their work on those children and young people for whom the local authority is the corporate parent, as well as for care leavers up to the age of 25. There is a focus on encouraging children and young people to express their views, wishes and feelings and taking these into account, ensuring they have stability and preparing them for adulthood and independent living. The Act also requires each local authority to consult on and publish a local offer for its care leavers.
7. *The National Transfer Scheme for Migrant Children* was set up by the Home office and Department for Education in 2016. It is a voluntary transfer arrangement between local authorities for the care of unaccompanied children who arrive in the UK to claim asylum. The scheme was set up to encourage all local authorities to volunteer to support unaccompanied asylum-seeking children (UASC) which a more even distribution of social care responsibilities across the country. Under the scheme a child arriving in one local authority area that is providing care at or near capacity for UASC may be transferred to another council with more capacity. This is a voluntary arrangement, and London local authorities continue to support higher numbers of UASC than local authorities outside London, which puts pressure on the resources of social care teams in London.

APPENDIX 2 - Responsible Procurement

1.1 The City Corporation's Responsible Procurement Strategy sets out how we will balance best value for money with good market stewardship in the procurement of goods, services and works. Our three pillars of responsible procurement are:

1. **Social Value:** Leveraging service and works contracts to protect and enhance the health and wellbeing of local people and the local environment, providing skills and employment opportunities and promoting the local economy.
2. **Environmental sustainability:** Minimising environmental impacts, promoting animal welfare and improving efficiency throughout the supply chains of all goods, services and works procured by the City Corporation.
3. **Ethical Sourcing:** Ensuring that human rights and employment rights are protected throughout the City's supply chains and encouraging responsible business practices.

APPENDIX 3 – Fostering Monitoring Form



Fostering Monitoring Form

Fostering Provision.....**Date seen**.....

Present.....

Contract Review

Pan London/ Organisational contract in place.....Yes/No

Individual child contract in placeYes/No

Last Reviewed.....Date.....

Last Monitoring Meeting.....Date.....

Ofsted Inspection

Last Ofsted Inspection Outcome.....Date.....

Outstanding Actions Progress.....Date.....

Children Placed

Name.....Date Placed.....Foster Carers.....

Name.....Date Placed.....Foster Carers.....

Name.....Date Placed.....Foster Carers.....

Name.....Date Placed.....Foster Carers.....

Name.....Date Placed.....Foster Carers.....

Current Placement Costs/ Reviewed

Cost.....Reviewed.....

Cost.....Reviewed.....

Finance Review/Comment.....

Placement	Evidence	Checked By	Comment
Is there someone that the child can speak to if they are worried or concerned?			
How do foster carers promote the child identity and individual needs?			
What support and training do staff have in promoting positive behaviour and relationships?			
Safeguarding Children – Training, LADO procedures and reporting mechanisms.			
Does the agency have clear policy and procedures in place in relation to children missing from care/ are foster carers aware,			
How often are placements checked/reviewed in regard to Health and safety, what training is available for foster carers?			
Placement suitability in regard to leisure, contact and supporting educational needs.			
Feedback from children and young people on placement, provider and commissioned service.			
Promoting independence and moves to adulthood and leaving care- How is this supported.			
Recruiting, selection and assessing of foster carers.			
Information on agency decision maker and fostering panel.			
Fostering agencies statement of purpose and children's guide.			
Stability of work force, safer recruitment processes			
Learning and development of foster carers, sample of training opportunities available, and frequency.			
Supervision and support for foster carers. Out of normal working hours support.			
Handling of professional allegations and suspicions of harm. Policy and procedures.			
Notification of significant events LA's, Social Worker, Safeguarding Board.			

CSE / Radicalisation and Prevent agenda (obtained from LSCB/Police)

Intelligence on prevalence where children and young people placed;

CSE..... Yes/No (delete as required)

Radicalisation..... Yes/No (delete as required)

Foster Carers have had training on;

CSE..... Yes/No (delete as required)

Radicalisation..... Yes/No (delete as required)

Actions outstanding/ review date

.....
.....
.....
.....
.....
.....

Copy of Form sent to agency...Yes/ No.....Date.....

Next Review Date.....

APPENDIX 4 – Semi-independent living Monitoring Form

Post 16 Supported Accommodation – New provider Quality Assurance

Provider name

Property address

Number of current placements

What other Local Authorities does the provider have placements with?

Reason for visit

New provider initial visit	
Annual review (planned)	
Exceptional visit (announced)	
Exceptional visit (unannounced)	
Other (state below)	

Visit undertaken by – Staff names, Job titles

Provider Representative(s)

Date

Young People's Files
CLA documentation / IPA / risk assessment / care pathway plan on file
Support for Young People
Staff roles
Proximity and Details of local amenities. GP, shops, leisure.
Transport links
Education options. Local colleges. Details of attendance at school/college / evidence of being EET and where not action plans to address/ progress at school/college
Preparation for work / assistance with CV's and applications – evidence of support for young people
Budgeting and finance / support / access to benefits

Sexual health / personal relationships - support

Substance misuse awareness / support

Exploitation, CSE and gang awareness / support

Radicalisation awareness / support

Evidence of engagement in interests, sports
Involvement in cultural activities where this is the choice of the young person
Support for young people for whom English is an additional language
Emotional wellbeing and mental health awareness, self-harm / support
Healthy eating / cooking
Evidence of bullying within the placement and how this is dealt with

What is the staff to young person ratio on the day / how does this differ at night and on weekends
Support to ensure accommodation is kept clean and tidy including own rooms
Support with immigration issues
Missing episodes
Procedure – when reported – how – to who - recording – evidence of regular police visits to property - staff knowledge

Accommodation
No rooms
Room size
Lockable doors – lock from outside and twist to open without key from inside
Suitable bed and bedding
Suitable wardrobe, storage and seating
Communal area with TV
Private space for social work visits away from the bedroom
Separate staff areas including separate bathroom for staff

Internet access
Equipped kitchen (all facilities including oven gloves)
Suitable bathroom facilities – how many – how many young people in the accommodation
Washing machine / ironing
Controllable heating and ventilation – gas safety certificates

General cleanliness – all areas / general state of repair – all areas / how quickly are repairs undertaken

Fire extinguishers / fire blankets / fire signage / smoke detectors/CO2 alarms (hardwired to electrical system) / adequate means of escape / inspection by fire service – are young people aware of the procedure for escape from all levels of the building / has there been a recent evacuation drill / are staff trained in fire safety

Fire doors with smoke seals

Emergency lighting

CCTV on external doors and hallways only

HMO certificate / insurance certificate / Health& Safety poster / Fire Safety notices and plans / complaints procedure displayed

Electrical safety checks (whole system check - NICEIC) and PAT testing annually

Are hazardous cleaning materials stored safely

Is there any evidence of drug / alcohol use in the accommodation – how is this managed

What is the process for young people leaving the accommodation / is there a deadline for return in the evening and for making visits to friends/relatives which involve overnight stays

Is there an accident reporting procedure and record book

Are staff first aid (inc paediatric) trained – check certification / are there adequate first aid kits
Security of front door / rear doors
Do staff know their designated safeguarding lead
Staff knowledge on following areas: warning signs / gang exploitation – warning signs / self-harm / sharing of information / process for recording a disclosure / process for reporting safeguarding concerns
Staff training in respect of safeguarding and associated areas such as gangs, self-harm / what level is s/g training at– it is refreshed at least every 3 years

Do staff know of the whistleblowing policy and who to report concerns to

Is safeguarding a standing agenda item in staff supervision

Do staff know the process in respect of storing information – electronically and paper based.

Safe recruitment process – check: references (one from previous employer) are written references followed up verbally / ID verification (2 forms) / DBS (**enhanced with checks on barred list for children and adults**) / robust application and recruitment process which is recorded / gaps in work history checked / staff have the right to work in the UK / staff qualifications are checked and copies held on file

Are there records of escalation of alerts to social care / EDT
What recording system is used / can all staff access YP details easily / is there a daily log and incident log – what is the quality of these and where safeguarding concerns are identified are these followed up with formal reports
Staff knowledge of confidentiality and data protection – systems in place re: secure email/leapfile/encryption
Staff files
Check staff regularly supervised and quality of sessions and recording
Are staff having an annual appraisal and any development issues taken up

Do staff have a contract of employment

Are there any outstanding disciplinary issues

Is there evidence of staff induction

Staff qualifications

Do staff have Health & Safety training

Policies

The following policies should be made available (emailed electronically if more appropriate to review in the office):

Insurance in place and up to date (buildings, employer, public and professional indemnity)

Vehicles used for transporting young people – insured (for business use), MOT, roadworthy and taxed – risk assessments conducted, Driving Licence checks.

Policy name	Checked by commissioning/social worker (enter name/date checked)	Has provider reviewed in last year (enter date reviewed)	Has provider updated in last 3 years (enter date updated)
Health and Safety policy and evidence of risk assessments/ fire safety assessment/gas and/or electrical safety			
Equality and Diversity policy			
Personal Support and progression to independence planning (incl. Income Maximisation)			
Safer recruitment policy			
Business continuity plan			
Supervision policy			
Safeguarding policy			
Missing policy			
Anti- radicalisation policy			
Event & Notification policy			
Whistleblowing			
Safe Internet use			
Visitor policy			
Medication policy			
Complaints/compliments policy			
Insurance certificates 1. Employers Liability 2. Public liability 3. Professional indemnity			
Restrictive practice policy (Incl. any Curfew arrangements)			

ACTIONS/ RECOMMENDATIONS FROM REVIEW

Action required	Responsible	Date due	Date complete

Signed.....Date.....

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