**From:** Deborah Richardson <deborah.richardson@buckinghamshire.gov.uk> **On Behalf Of** Palvinder Kudhail  
**Sent:** 26 January 2022 10:32  
**To:** {CS-SD-Comms} <mail-cd-sd-comms@buckinghamshire.gov.uk>  
**Subject:** No. 16: Bi-weekly communication from Service Director- All staff must read this

Colleagues,

Thank you to the many permanent staff who took the time to join me for an open staff forum earlier this week. It was fantastic to meet with you and to hear your views about how we shape the service over the next few months. Your contributions really are invaluable. There is another session for permanent staff later this week so please do join me if you are able to. I am also continuing to attend team meetings over the coming weeks to hear directly from you about what you would like to see as we build on our progress and move forward with the next stage of our improvement journey.

As always, I want to begin by recognising the commitment and hard work of each and every one of you. We continue to experience some challenges including pressures arising from demand but I am always deeply heartened and impressed with how the service rises to these challenges and continues to deliver strong, supportive interventions for children and families. As we progress, it is important we reflect on those things that work well and enable our very best practice to flourish, and how we innovate, change and respond to those persistent obstacles and barriers that prevent us from consistently delivering the service we want to. There will be times when maintaining a clear focus seems hard but in those moments I want everyone to reflect back and consider how far we have come and the difference we have made. Let’s ensure this next few months mean even more of our children experience really effective support and fantastic outcomes.

As always, please take the time to read these communications and have discussions in your team to ensure that everyone is clear about what is included.

**Practice Standards for visiting Children and Families**

Following the recent announcement to relax certain Covid restrictions from 28th January 2022, the practice standards for visiting children and families have been reviewed and amended. As a service our priority is to ensure that children and young people are safe and supported.

The practice standards (which can be accessed [here)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F7121%2Fpractice-standards-for-visiting-families-updated-24-jan-2022.pdf&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=yy%2BcymKM8oL0juveD4f14YihvO0D%2BW0rlYqzZX1vntQ%3D&reserved=0) replace those set out in December 2021 and outlines the ongoing measures required to manage the service safely through the Covid 19 pandemic. Please familiarise yourself with this document and ensure that you adhere to the guidance.

PPE is available at our main area offices in Aylesbury, Wycombe and Amersham. If you have any queries in relation to PPE, please contact Mark Bowes.

**Use of research in Child and Family Assessments**

You will be aware from your own social work training and the experience gained in practice that a **good quality assessment** will impact positively on decision-making, planning, interventions and ultimately on children’s and young people’s short and longer term outcomes. It also follows that a comprehensive assessment will result in a more **purposeful plan**.

Good assessment involves more than just information-gathering. It needs the practitioner to be able to analyse and make sense of the material. The nature and quality of social work thinking is a key part of the assessment process and should be informed by clear theoretical frameworks. **Assessment tools, measures and checklists** can be used to support information gathering and analysis so that the right key areas are fully explored. Practitioners need to have a good understanding of when and how to use these tools and the limitations of the various measures - their use cannot be a substitute for sound **professional knowledge and judgment**.

This also means that practitioners and Assistant Team Managers/supervisors need a sound knowledge base which includes good understanding of child development, the impact of parental alcohol and drug misuse, mental health problems, domestic violence and learning disabilities on parenting capacity and children’s health and development, the importance of child observation and the need to promote the **skills of analysis.**

To support the continuing development of a knowledgeable, highly skilled and confident workforce, it is important that all practitioners and Assistant Team Managers/supervisors are supported to evidence and quality assure the relevant **supporting research as part of the analysis in children and family assessments**.

The guidance on **Community Care Inform** is helpful in relation to the **use of research in children and family assessment** and this link provides a lot of useful information:

[Child and family assessment KSS 6 - Childrens (ccinform.co.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ccinform.co.uk%2Fchild-and-family-assessment-kss-6%2F&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=lC0zVSkisR0mlsrFgMf1UMSOjW1AtpAZQbHAvNajzQo%3D&reserved=0)

So that we are consistent in our approach, and with immediate effect:

1. **When a new or updated child and family assessment is required, the Assistant Team Manager/supervisor must include the need for the assessment to be informed by relevant research and guide the social worker/practitioner to the Community Care Inform link above.**
2. **When authorising a completed child and family assessment, the Assistant Team Manager/supervisor must check that the relevant research is included in the assessment, and that it provides a meaningful analysis. Feedback about this must be reflected on the child’s file as part of the authorisation.**
3. **As part of our quality assurance schedule, dip sampling of children and family assessments completed from February 2022 will take place and feedback provided to Team Managers and Assistant Team Managers as part of the ‘Check and Challenge’ sessions.**
4. **The above applies to all teams across the service.**
5. **Please note that these principles apply to all social work assessments including assessments of need (Post Order), Form F’s and PAR’s.**

**Residential school placements for SEND**

When writing child and family assessments for children with special educational needs, or when speaking to parents or professionals, please do not record, promise or express that a child requires a 38 week or 52 week placement, **even if this is your personal view,** unless this has been mutually determined to be in the best interests of the child **and** **has been approved** by the Education Panel and Resource Panel. It is a decision that must be taken jointly.

In addition to the significant financial cost of such placements, social care documentation can be requested and considered within the SEND Tribunal process. Any references to the most appropriate provision to meet a child’s need, without mutual agreement and approval, can leave the service liable to having to provide potentially inappropriate services which may not meet a child’s needs. **Managers must** ensure there is adherence to this instruction when quality assuring child and family assessments.

**Data Breach**

There has again been a recent example of a data breach within the service. In this instance personal information was shared with recipients unrelated to the case by email. Several other staff then responded to the email using ‘reply all’ further exacerbating the breach.

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet. In some situations, sharing information can be the difference between life and death.

As a local authority we are obliged to ensure personal data is kept safe and secure in accordance with the law as set out in the GDPR and the Data Protection Act 1998. Failure to adequately secure and protect personal information can result in distress for the individual(s) concerned and can lead to significant financial penalties for the organisation. It is critical that data breaches are reported as soon as staff become aware of them. In doing so, this provides the best opportunity to retrieve any information lost and to ensure the risks surrounding the breach are effectively responded to. In addition, it helps inform learning and reduces the future likelihood of further incidents.

Details on how to respond to and report a data breach can be found [here.](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Finternal.buckinghamshire.gov.uk%2Fhow-to%2Finformation-management%2Fdata-breach%2F&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=5rExqCXcQlcGtzrxtbKpbWFq4hqiPyzguDGsJSEEcMs%3D&reserved=0)

**Barnardo’s RU Safe Service**

Following a recent round of competitive tendering, I am pleased to announce the Barnardo’s have successfully been awarded the contract to deliver the County’s Return Home Interview Service, providing support to children and young people who go missing from home or care.  This means that there will be no changes to the way return home interviews are delivered in Buckinghamshire.  Please be aware however that from 31 March 2022, the Barnardo’s RU Safe service will no longer be commissioned to provide specialist interventions for children at risk of exploitation.

Any children receiving exploitation interventions from Barnardo’s RU Safe will be closed prior to 31 March. Any of those with outstanding areas of need will be referred back to the lead agency to identify the most suitable provider or professional to deliver the support required.

Please remember that if you are working with a child and there are exploitation concerns, you should refer directly in to the exploitation hub, for children already open to Children’s Social Care. The referral form can be located in ‘Forms’ on LCS. Those not already open to Children’s Social Care should be referred in via the MASH. The case will then be screened at a weekly touchdown meeting. All suitable cases will be discussed at the MACE meetings where a multi-agency discussion will determine the most appropriate course of action to manage the risk for that child. If you are unsure about this process please contact the missing and exploitation hub ([exploitationreferrals@buckinghamshire.gov.uk](mailto:exploitationreferrals@buckinghamshire.gov.uk)). For any cases where you are unsure if threshold for referral is met, please email the missing and exploitation hub for a case consultation.

**Self-harm and suicidal ideation**

In my last communication there was some clear guidance around the response required when it is reported to us a young person has attempted to take their own life, self-harmed or expressed suicidal ideations. It is important to note alongside this guidance that following conversations last year with Thames Valley Police, they shared that in some self-harm cases where there is no new information or are no new risks, they will not attend strategy discussions/meetings. In this situation, a checklist has been agreed for Thames Valley Police to refer to so that there is a clear audit trail of decision making. Regardless of their attendance, up to date Police checks will be undertaken to inform the decision about attendance. In these situations, a response to social care about Police attendance and the rationale for their decision not to attend will be sent to social care so that it can be included in minutes of strategy discussions/meetings.  Please ensure this information is reflected in the child’s electronic record.

**LADO: Update to Allegations Management Processes**

Following collaboration with Children’s Social Care and Human Resources, The LADO Service has made changes to the terminology used for LADO Meetings.  All LADO Meetings are now known as **Allegations Against Staff & Volunteer Meetings** (**ASV** Meetings).  These changes have been made in order to streamline process and ensure a clear separation between meetings about Allegations against Staff and Volunteers and Child Protection Strategy Meetings.

The procedures for Managing Allegations against Staff and Volunteers have been updated and can be accessed [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fskyzps%2Fadults-who-pose-a-risk-of-harm-to-children%2Fmanaging-allegations-against-staff-and-volunteers&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=8rAhpsDZYdr%2FiceRD3vR0Y%2FG5oQU3%2FjmcEXBdvp2ozI%3D&reserved=0).

An ASV meeting/discussion will decide the strategy for managing the allegation. This will run parallel to any investigation by Children Social Care (CSC) who may need to convene a strategy meeting to determine whether [S47](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DSection%2B47%26g%3DxgjN%23gl15&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=t%2F%2FtzpKoVdWdWwdo3kvAO634b3bbU%2BUoZBhR8jz%2Fjpo%3D&reserved=0) enquiries are necessary. The [LADO](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DLADO%26g%3D4kjN%23gl32&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6N2%2F84ZHjxCD7eZlL9eR4E%2BS0HpOZYsDeMXRL0id%2FaM%3D&reserved=0) and CSC will agree how the two processes will be managed.

The ASV meeting/discussion will consider:

* Decide necessary police action in response to the allegation.
* S.47 threshold in respect of any necessary CSC action (If the ASV meeting is running in parallel with a CSC strategy meeting, the meeting with discuss and plan accordingly).
* Consider whether any parallel disciplinary process can take place and agree protocols for sharing information.
* Consider the current allegation in the context of any previous allegations or concerns.
* Where appropriate, take account of any entitlement by staff to use reasonable force to control or restrain children (e.g. [https://www.gov.uk/government/publications/use-of-reasonableforce-in-schools](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fuse-of-reasonableforce-in-schools&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=5UP0x0Zi1sdAUe1VVG4XWEdRuq3gSiaNTZMSJ9ebVog%3D&reserved=0)).
* Consider whether a complex [abuse](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DAbuse%26g%3D3EzN%23gl51&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=iEYea5Nu6gpjT3dnahImv4PypVrXyxdWNrJ%2B6MhnKlo%3D&reserved=0) investigation is applicable (see Organised and Complex [Abuse](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DAbuse%26g%3D3EzN%23gl51&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=iEYea5Nu6gpjT3dnahImv4PypVrXyxdWNrJ%2B6MhnKlo%3D&reserved=0) Procedure).
* Plan enquiries if needed, allocate tasks and set timescales.
* Decide what information can be shared, with whom and when.

The ASV meeting /discussion will also:

* Ensure that CSC have put arrangements in place to protect the child/ren or young person involved and any other child/ren affected, including taking emergency action where needed.
* Consider what support should be provided to all children and young people who may be affected.
* Consider what support should be provided to the member of staff and others who may be affected and how they will be kept up to date with the progress of the investigation.
* Ensure that investigations are sufficiently independent.
* Make recommendations where appropriate regarding suspension, or alternatives to suspension.
* Identify a lead contact manager within each agency.
* Agree protocols for reviewing investigations and monitoring progress by the [LADO](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DLADO%26g%3D4kjN%23gl32&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6N2%2F84ZHjxCD7eZlL9eR4E%2BS0HpOZYsDeMXRL0id%2FaM%3D&reserved=0), having regard to the target timescales.
* Consider issues for the attention of senior management (e.g., media interest, resource implications).
* Consider reports for consideration of barring.
* Consider risk assessments to inform the employer's safeguarding arrangements.

The ASV will be chaired by the [LADO](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DLADO%26g%3D4kjN%23gl32&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6N2%2F84ZHjxCD7eZlL9eR4E%2BS0HpOZYsDeMXRL0id%2FaM%3D&reserved=0). It will normally be attended by the police, social care and the employer. The employer is advised to bring a Human Resources advisor. In situations where the allegation is against a health professional, the designated or named nurse for safeguarding ([Clinical Commissioning Group](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DClinical%2BCommissioning%2BGroup%26g%3DyAzN%23gl36&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=CmflxrowzqrgeDM09v%2FmtRPfj0dNIE9TqaioD0CNd1U%3D&reserved=0)/[CCG](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbscb.procedures.org.uk%2Fpage%2Fglossary%3Fterm%3DClinical%2BCommissioning%2BGroup%26g%3DyAzN%23gl36&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=CmflxrowzqrgeDM09v%2FmtRPfj0dNIE9TqaioD0CNd1U%3D&reserved=0)) should be invited, or appropriate safeguarding lead from a provider trust/organisation.

Agencies attending an ASV Meeting should come prepared with all relevant information that they hold.  The ASV Meeting is a confidential meeting and information will not be shared outside of the meeting unless agreed by the chair (LADO).

When should you contact LADO?

You should contact the LADO service when a concern is raised that someone working with children (either in a paid or voluntary capacity) has:

* + Behaved in a way that has harmed or may have harmed a child.
  + Possibly committed a criminal offence against or related to a child.
  + Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
  + Behaved in a way that indicates they may not be suitable to work with children.

If you are unsure whether a concern meets this threshold, we would encourage you to contact the LADO Service who can provide advice and guidance.  All allegations should be reported to the LADO **within 1 working day.**

How you can contact LADO?

Phone: 01296 382070

Email: [secure-lado@buckinghamshire.gov.uk](mailto:secure-lado@buckinghamshire.gov.uk)

If the LADO deems that threshold is met, you will be asked to complete the LADO referral form.

**Permanency Panel arrangements**

In June 2021, we introducedrevised [panel arrangements](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F6664%2Fpermanency-tracking-for-looked-after-children-buckinghamshire-april-2021.docx&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=an8BXn24o6eEkZWLRHgHuI4m%2F%2BwzRB%2BWewya6nFFRHM%3D&reserved=0) which took account of the need to rationalise the number of panels that existed previously where there was overlap and duplication. These panels have now been in effect for 6 months and are beginning to positively impact on the early identification of children on the edge of care, providing opportunities to intervene and divert away from entry to care. In addition the arrangements ensure that for those children likely to enter care, there is robust oversight of the journey, ensuring permanency can be realised at the earliest opportunity.  There is more to do but we are heading in the right direction.

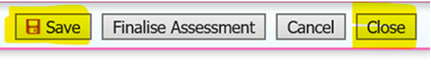
The benefits of the panels are as follows:

* The panels are chaired at Head of Service and above, thus freeing up team managers who used to chair these previously.
* Authorisation for things like specialist assessments can be approved immediately at panel rather than having to seek this separately.
* Ending of pre-proceedings need to come to the Legal Planning and New Admissions Panel for ratification. If parents are expecting this news because it is the likely plan, and there is a PLO meeting coming up, staff should plan ahead and ensure that they get onto the Legal Planning and New Admissions Panel agenda ahead of the PLO meeting.
* Out of panel requests for legal planning meeting discussions can take place for urgent cases. They must be chaired by a Head of Service in the same way as the weekly Tuesday Legal Planning and New Admissions Panel.
* Where legal services attend a strategy discussion (for urgent and serious cases) and a legal planning meeting discussion takes place immediately following that, a Head of Service will chair the legal planning meeting discussion if available. If a Head of Service is not available the Team Manager can chair (this will be the exception). In these situations, the Head of Service will still need to make the decision about whether threshold is met or not.
* For the legal planning meeting discussions that take place following a strategy discussion, the minutes will come in the form of an email from legal services rather than a ‘normal’ set of minutes.
* The same paperwork is used for legal planning meeting discussions whether it is for the weekly Tuesday Legal Planning and New Admissions Panel or an urgent out of panel request.
* Minor amendments are being made to paperwork as we hear your views so it’s really important that you use the link each time you prepare for the panels so that you have the latest information. The old legal planning meeting booking form is no longer in use.
* Pre-proceedings work is tracked at 6 and 12 weeks. The timescale commences at the legal planning meeting discussion that agreed that the threshold for pre-proceedings was met.

To ensure there is tight grip of case direction from the outset, **Head of Service authorisation should be sought for legal advice (including all Legal Planning Meeting requests).** Please ensure you have consulted your Head of Service before requesting a slot on the New Admissions and Legal Planning Panel. The booking form will be amended shortly to reflect this sign off process.

**Saving and closing LCS forms**

There have been reports of LCS users losing information on Assessments and forms that has been saved.   
When navigating away from a form, please use the Save and Close buttons in the form to ensure the information is not lost:



Please do not use the Back button in your browser. We want to avoid having multiple instances of the form open at once, as this may be causing the issue.

If an error message is displayed when you Save or Finalise a form, please email the LCS Support mailbox immediately. Do not close the error box or the form as this will assist the team in trouble shooting the issue.

**Buckinghamshire Family Information Service**

The Buckinghamshire Family Information Service (BFIS) provides information and advice to parents and families with children aged 0 to 19, and up to 25 if they have special educational needs or disabilities (SEND). BFIS can also support professionals by providing resources in one place to help you find the services and information you need to support the children, young people and families you work with.

The BFIS website and directory of organisations, activities and childcare allows you to find:

•            support and local services available to help with issues affecting families

•            what’s on at family centres

•            things to do and holiday activities

•            The SEND Local Offer, including support and inclusive activities for children with SEND

•            childcare and early years providers

The team can be contacted Monday to Friday 9am to 5pm. You can get in touch by contacting them [online](https://account.buckscc.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-bd2fe042-4aa1-48eb-84df-aec344f8c712/AF-Stage-af67e41d-f54a-4f7d-a454-ec072fddb78c/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes), by [email](mailto:familyinfo@buckinghamshire.gov.uk) or phone on 01296 383 293.

You can also visit the website [here.](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffamilyinfo.buckinghamshire.gov.uk%2F&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=hI8EwMb%2BAXXv9GaVPlGl8LIQYgaGpwRF0n8nc9p6BmI%3D&reserved=0) Please take some time to watch the [video](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D0gH8zIzZBBU&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=aUm%2BH%2FeQPNP%2FXoh%2BsPjsy5qLx9YklfouDkHCVkTX3HA%3D&reserved=0) to find out more.

**Buckinghamshire Safeguarding Children’s Partnership training opportunities**

The Buckinghamshire Safeguarding Children’s Partnership  & Buckinghamshire Safeguarding Adult’s Board are pleased to announce a variety of new training courses and workshops for 2022 available to book now.

In addition to the Working Together and Everyone’s Responsibility courses already provided, they are also offering;

•            Pre-birth Procedures: A Multi-agency Perspective  - Guest speaker: Chhaya Tailor (Buckinghamshire Childrens Social Care)

•            Transitional Safeguarding – Guest speaker: Dez Holmes

•            Safeguarding Making Enquires (Section 42) Level 3 -  Guest speaker: Emma Pickering (Making Connections)

•            Choice & Control in Hoarding Behaviour – Guest speaker: Megan Karnes (Hoarding UK)

•            Self-Neglect & Hoarding for Partner Agencies – Guest speaker: Glenn Patterson (Unique Training Solutions)

•            Safeguarding Children and Neglect: Recognition and Response - Guest speaker: Ruth Pearson

This list is not conclusive and the team will be adding further events throughout the year.

Click [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Flms.buckssafeguarding.org.uk%2Fevents-list%2F&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=q47X2m09cV7BgsEf3Vii6ISHj35bgVGyYq5oldGJwf4%3D&reserved=0) for further information and to book your place.

**Lone working**

Staff safety is of paramount importance. We have recently updated the [Lone Working guidance which is in place to:](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F7122%2Flone-working-guidance-childrens-services-jan-2022.pdf&data=04%7C01%7Cromilly.knight%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899266944740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=UBxDkF%2F%2Fo7cPyqY2nLwZhlHStc36mmI0rJMckWe6lAI%3D&reserved=0)

* Alert staff to the risks presented by lone working.
* Identify individual and corporate responsibilities.
* Describe procedures to support the minimisation of risks associated with lone working
* Contribute to the Council’s compliance with Health & Safety legislation
* Foster a consistent approach to lone working across Children’s Services

Please remember that the Council currently uses Lone Working devices provided by SoloProtect Ltd. Children’s Services provides a device to all frontline workers whose role involves lone working and or/working in situations that could present a threat to their safety. Usage of lone working technology is a requirement of these roles, it is not optional. If you are given a device please ensure you understand how to use it (training is provided upon receipt of the device), and have it with you and turned on for all visits/meetings, and when you are lone working. If you have any questions, please contact Mark Bowes.

Have a great week.

Palvinder

**Palvinder Kudhail**

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