

GLOUCESTERSHIRE SAFEGUARDING CHILDREN PARTNERSHIP SECTION 11 PROCEDURE

Section 11 places duties on a range of organisations, agencies and individuals to ensure their functions, and any services that they contract or commission out to others, are discharged having regard to the need to safeguard and promote the welfare of children

2021

Gloucestershire Safeguarding Children Partnership



Section 11 of the Children Act 2004 GSCP Audit Procedure

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Revision	Date	Comment
1.0	May 2020	Process Approved GSCP Executive
1.1	Jan 2021	Revision to GSCP Structures and subgroups.
1.2	Sept 2021	Update on Yearly Reporting arrangements for GSCP executive, inclusion of Template report form, guidance on use of hyperlinks when reporting

Introduction

The following procedure has been endorsed and approved by the GSCP Executive in December 2019 and forms part of the Executive's Published Arrangements under Working Together 2018 and as such all partners and relevant agencies have a duty to comply with the procedure for the auditing of section 11 duties.

The following procedure sets out the standards from the Children Act 2004 (known as the section 11 audit) carried out annually by the GSCP. Under Working Together 2018 there is a duty on named agencies to meet the requirements of section 11 but there is significant scope for local discretion around how the GSCP obtains all assurance about the effectiveness of agency compliance with their section 11 duties.

Section 11 places duties on a range of organisations, agencies and individuals to ensure their functions, and any services that they contract or commission out to others, are discharged having regard to the need to safeguard and promote the welfare of children. ([Appendix 2](#))

Section 11 places a duty on:

- Local Authorities that provide children's and other types of services, including
 - Children's and Adult Social Care Services (to Include Commissioned services)
 - Public Health
 - Housing
 - Sport, Culture and Leisure Services
 - Licensing Authorities
 - Youth Services
 - Youth Offending Teams/Services
- NHS organisations including
 - NHS England
 - Clinical Commissioning Groups,
 - NHS Trusts
 - NHS Foundation Trusts
- The police including
 - Police and Crime Commissioners
 - Chief Officer of each police force in England
 - The British Transport Police
- The National Probation Service and Community Rehabilitation Companies
 - Governors/Directors of Prisons and Young Offender Institutions
 - Directors of Secure Training Centres
- CAFCASS (Children and Family Court Advisory and Support Service)

The standards are broken down into four areas: (See Appendix 1 for full details)

- 1) Leadership and Accountability
- 2) Safe Recruitment, Induction, Training and Development
- 3) Safeguarding Policies and Procedures
- 4) Listening to Children and Young People

Process

The section 11 process is a statutory requirement and an integral part of the self-assessment and assurance of effective safeguarding practice for each agency. It should not be considered as a period of stand alone audit activity and therefore should feature in all agencies reporting and internal self-assessment and governance processes.

This section 11 process requires each agency to produce and submit a brief and succinct section 11 report in a suitable format consistent with their own business needs and regulatory assurance requirements (the GSCP have a template reporting form if required but the use of is not mandatory [Appendix 3](#)). The submitted report must address the four section 11 standards ([Appendix 1](#)) identifying evidence of compliance utilising existing business processes, for example inspection reports, single agency audit and other processes and practices available. Where hyperlinks are used the submitting organisation must ensure that they work outside of their individual ICT systems, links should be to publicly available documentation.

Non submission of a section 11 report will be reported to the GSCP Executive Chair to follow up with respective senior leaders within that agency.

Each agency should include in their report, where appropriate, relevant single agency actions from safeguarding reviews (Safeguarding Practice Reviews, historical SCR's, DHR's, CDR's) and Multi Agency Audits undertaken through the previous period and report back to the Panel giving assurances that these actions have been, are being, or are in a planning cycle to be addressed and embedded in improved practice.

Section 11 reports will need to be submitted to the GSCP Business Unit three weeks prior to a section 11 Assurance Panel (the Panel) for scrutiny by the Panel members. Agencies will be invited to attend the Panel for a 30 minute session including Q&A.

Whilst attendance at the Panel is not mandatory this will be a time to expand on the agency's submitted report, respond to questions relating to their submission as well as incorporate other relevant safeguarding topics from the agency to the Panel; therefore offering a broad picture of the agency's section 11 and broader safeguarding compliance. Non-attendance will result in the Panel assessing the agency's compliance from their submitted report in isolation.

All agencies will be assessed against section 11 of the Children Act 2004 by the Panel using the submitted section 11 report and Panel time. The Panel will subsequently produce an Assurance report reflecting each agencies submission and Panel time for the consideration of the GSCP Management Group and the GSCP Executive as part of their annual assurances and statement of effectiveness.

The GSCP section 11 assurance report findings will feature in the Independent Scrutineers annual 'Statement of Effectiveness' which will feed into the published GSCP Yearly Report.

GSCP Section 11 Panel Membership

The Panel: (This is not an exhaustive list; members can be added at the discretion of the Executive)

- GSCP Independent Scrutineer – S11 Lead and Report Author
- Chair GSCP Management Group
- GSCP Lay Member
- GSCP Business Manager
- GSCP Practice Development Manager

Timescales and deadlines

Single agency section 11 report submitted by 1st week in October with section 11 Assurance Panel held in November. Invites for agency attendance at Panel to be sent out in October.

April 2018 to March 2020	Reportable in October 2020
April 2020 to March 2021	Reportable in October 2021
April 2021 to March 2022	Reportable in October 2022

All section 11 reports must be sent back to:

gsce@gloucestershire.gov.uk Clearly labelled S11 Report with the Date and Year

Appendix 1

Section 11 of the Children Act 2004 Reportable Standards

Key Standard	Organisations and agencies should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children,
1. Leadership and Accountability	<ul style="list-style-type: none"> • A senior level lead with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's/agency's safeguarding arrangements • A designated practitioner (or, for health commissioning and health provider organisations/agencies, designated and named practitioners) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of children, including protection from possible abuse or neglect. • Designated practitioner roles are always explicitly defined in job descriptions. Practitioners should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively • A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children
2. Staff Safe Recruitment, Induction, Training and Development	<ul style="list-style-type: none"> • Safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to undertake appropriate vetting of staff • Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed • Appropriate supervision and support for staff, including undertaking safeguarding training • Staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children • Staff feel able to raise concerns and feel supported in their safeguarding role • All practitioners should have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time
3. Safeguarding Policies and Procedures	<ul style="list-style-type: none"> • Clear priorities for safeguarding and promoting the welfare of children, explicitly stated in strategic policy documents • Policies for safeguarding and promoting the welfare of children including a child protection policy, and procedures that are in accordance with guidance and locally agreed inter-agency procedures • Clear escalation policies for staff to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies • Procedures for dealing with allegation of abuse made against members of staff and volunteers • Clear whistleblowing procedures, which reflect the principles in Sir Robert Francis - Freedom to Speak Up Review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed • Good systems for information sharing, which professionals are confident and knowledgeable about
4. Listening to Children and Young People	<ul style="list-style-type: none"> • A culture of listening to, and engaging in dialogue with, children – seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services

Appendix 2

Agency Contact details

1. Children's Social Care – Gail Hancock Gail.Hancock@gloucestershire.gov.uk
2. Adult Social Care - Sarah Jasper Sarah.JASPER@gloucestershire.gov.uk
3. Commissioning - Wendy Williams Wendy.Williams3@gloucestershire.gov.uk
4. Public Health - Beth Bennet-Britton Beth.Bennett-Britton@gloucestershire.gov.uk
5. Housing, Sport, Culture and Leisure Services, Licensing Authorities
 - a. Stroud District Council
 - b. Forest Of Dean District Council
 - c. Gloucester City Council
 - d. Cheltenham Borough Council.
 - e. Tewksbury Borough Council
 - f. Cotswolds District CouncilDistrict Safeguarding Subgroup members list
6. Youth Services - Kat Aukett kat.aukett@prospects.co.uk
7. Youth Offending Teams/Services - Kat Aukett kat.aukett@prospects.co.uk
8. Clinical Commissioning Group – Annette Blackstock annette.blackstock@nhs.net
9. Gloucestershire Health & Care NHS Foundation Trust- John Trevains John.trevains@ghc.nhs.uk
10. Gloucestershire Hospitals NHS Foundation Trust – Steve Hams stevehams@nhs.net
11. Gloucestershire Constabulary - Craig Holden Craig.Holden@gloucestershire.pnn.police.uk
12. The British Transport Police - TBC
13. National Probation Service Mark Scully Mark.scully@probation.gsi.gov.uk
14. CAF/CASS - Debbie Murphy deborah.murphy@cafcaass.gov.uk
15. Governors/Directors of Prisons and Young Offender Institutions – N/A
16. Directors of Secure Training Centres – N/A

Appendix 3

Template Section 11 Audit Reporting Form

Use of this form is not mandatory but an example of a suitable response template. Please include Hyperlinks to evidential documentation only if they can be accessed outside of your organisations ICT system and hosted on a publicly accessible website or similar.

Section 11 places duties on a range of organisations, agencies and individuals to ensure their functions, and any services that they contract or commission out to others, are discharged having regard to the need to safeguard and promote the welfare of children.`

Agency / Organisation/s		Report Author	Date Submitted
Section 11 Standard	Organisation Response	Areas of Good Practice / or Improvement	RAG Rating
<p>Standard 1: Leadership and Accountability</p> <ol style="list-style-type: none"> 1. A senior level lead with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's/agency's safeguarding arrangements 2. A designated practitioner (or, for health commissioning and health provider organisations/agencies, designated and named practitioners) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of children, including protection from possible abuse or neglect. 3. Designated practitioner roles are always explicitly defined in job descriptions. Practitioners should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively 			

<p>4. A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children</p>			
<p>Standard 2: Staff Safe Recruitment, Induction, Training and Development</p> <ol style="list-style-type: none"> 1. Safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to undertake appropriate vetting of staff 2. Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed 3. Appropriate supervision and support for staff, including undertaking safeguarding training 4. Staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children 5. Staff feel able to raise concerns and feel supported in their safeguarding role 6. All practitioners should have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time 			
<p>Standard 3: Safeguarding Policies and Procedures</p> <ol style="list-style-type: none"> 1. Clear priorities for safeguarding and promoting the welfare of children, explicitly stated in strategic policy documents 2. Policies for safeguarding and promoting the welfare of children including a child protection policy, and procedures that are in accordance with guidance and locally agreed inter-agency procedures 3. Clear escalation policies for staff to follow when their 			

<p>child safeguarding concerns are not being addressed within their organisation or by other agencies</p> <p>4. Procedures for dealing with allegation of abuse made against members of staff and volunteers</p> <p>5. Clear whistleblowing procedures, which reflect the principles in Sir Robert Francis - Freedom to Speak Up Review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed</p> <p>6. Good systems for information sharing, which professionals are confident and knowledgeable about</p>			
<p>Standard 4: Listening to Children and Young People</p> <p>1. A culture of listening to, and engaging in dialogue with, children – seeking children’s views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services</p>			