

SAFEGUARDING CHILDREN SUMMARY OF ROLES AND RESPONSIBILITIES WITHIN THE COUNCIL

The following roles and responsibilities are consistent with the joint recommendations of SOLACE and the ADSS on the accountabilities of Chief Executives and Directors of Social Services (2003), the Inspection Standards for Children's Safeguards, the Children Act 1989 and associated regulations and guidance, the Crime and Disorder Act 1998, the Health Act 1999, the Local Government Act 2000 and the Children Act 2004.

Role	Accountabilities
Leader of the Council	<ol style="list-style-type: none"> 1. Provide leadership within and beyond the Council to ensure that priority is given to improving the outcomes for children and young people. 2. Ensure that the Council gives priority to safeguarding children coherently and consistently in service planning and resource allocation. 3. Ensure that the Council fulfils its responsibilities as "corporate parent" of children who are looked after. 4. Designate one Cabinet Member with responsibility for the effective overview of the full range of Local Authority Children's Services, including safeguarding children and corporate parenting. 5. Ensure that the Cabinet receives advice from the Director of Children's Services on all relevant matters. 6. Ensure all communities are equally served in this regard.
Lead Member with responsibility for Children's Services (shared responsibility at present)	<ol style="list-style-type: none"> 1. Provide political accountability for the effectiveness, availability and value for money of all the Council's children's services. 2. Together with the Director of Children's Service, have a focus on safeguarding and promoting the welfare of children across all agencies. 3. Ensure that the Council's children's services responsibilities are properly considered, supported and monitored by the Cabinet, including an annual report to the Cabinet on how they have been exercised.

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	<ol style="list-style-type: none">4. Work with the Director of Children's Services to ensure there is a clear strategy to improve the outcomes for all children and young people.5. Work with the Director Children's Services to ensure the Directorate is adequately funded and staffed to deliver these priorities, in and out of office hours.6. Champion the interests of all children and young people across functional boundaries within the Council and across local partnerships in order to ensure their needs are met.7. Act as the Cabinet Champion for safeguarding children.8. Act as the Cabinet Champion for corporate parenting of children who are looked after.
Chief Executive	<ol style="list-style-type: none">1. Ensure the Council has developed strategic objectives, priorities and targets to improve the outcomes for all children and young people.2. Ensure the Council has developed strategic objectives, priorities and targets for child protection and children's safeguards that complement those set nationally.3. Appoint a Director of Children's Services with leadership and accountability for the delivery of children's services, including leadership for child protection and vulnerable children.4. Make sure statutory inter-agency arrangements are in place (including the Dudley Safeguarding Children Board and Multi-Agency Public Protection Panels) and ensure there is an open culture between local agencies and good communication s between senior managers so that they accept and address concerns brought to their attention.5. Receive regular briefings that identify the strengths and weaknesses of Council Services and of the improvement actions required.6. Ensure children's services are sensitive to diversity, promote equal opportunities and work to eliminate discrimination.
Director of Children's Services	<ol style="list-style-type: none">1. Be professionally accountable for the effectiveness, availability and value for money of children's services.2. Provide leadership to ensure services improve the outcomes for children and young people.3. Build and sustain effective partnerships in order to focus resources on jointly improving outcomes for children and young people, particularly in regard to safeguard and promoting their welfare.4. Together with the Cabinet Member, ensure there is a clear strategy to improve the outcomes for all

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	<p>children and young people.</p> <ol style="list-style-type: none">5. Ensure the Directorate has management and accountability structures that deliver safe and effective services, with particular reference to the Children Act 2004, the Children Act 1989, the Framework for the Assessment of Children in Need and their Families and Working Together to Safeguard Children.6. Provide leadership to promote and ensure safeguarding amongst the children and families workforce within and outside the Council.7. Ensure that the Directorate has access to a range of effective, efficient and flexible services that protect and support vulnerable children and their families.8. Ensure effective multi-agency planning processes are in place to plan for children in need and that the Dudley Safeguarding Children Board is effective, that it co-ordinates services and ensures that children are protected in all settings, including hospitals.9. Ensure effective safeguarding arrangements are in place throughout all education provision.10. Ensure that Councillors with executive and scrutiny responsibilities, and officers with strategic and delivery responsibilities have appropriate training to enable them to exercise the responsibilities of their role.11. Work with the Director of Adult, Community and Housing Services to ensure effective transitional arrangements between children's services and adults services.12. Ensure that performance on child protection is effectively managed within the Council, and reported to as necessary to the DfES.13. Ensure that staff are well trained, supported and managed, and feel able to report any concerns.14. Ensure children in need are listened to, both in service provision, and at a more strategic level.
<p>All Members of the Corporate Board</p>	<ol style="list-style-type: none">1. Should be committed to safeguarding children and should communicate that commitment throughout the organisation.2. Ensure their services are provided in a way that promotes the welfare and safety of all children.3. Ensure they fulfil their responsibilities as a corporate parent.4. Ensure all staff in services with contact with children and/or their parents have a consistent understanding of the thresholds for sharing information with and referral to the Directorate of Children's Services, and receive appropriate training to undertake their responsibilities to safeguard and promote the welfare of children.

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Select Committee Members	<ol style="list-style-type: none">1. Take all necessary steps to scrutinise the Council's arrangements for safeguarding children, with particular reference to:<ul style="list-style-type: none">▪ the adequacy of funding;▪ staff levels and morale;▪ the performance of the Directorate of Children's Services, including case allocation;▪ the care, education, health and achievements of children looked after;▪ that protection is accessible to children and young people from all communities.
Councillors with responsibility for Regulation 33 Visits	<ol style="list-style-type: none">1. To fulfil Councillor's responsibilities to visit Children's Homes.2. To fulfil Councillor's responsibilities to visit other frontline children's services.3. To bring any matters of concern to the attention of the Director of Children's Services.
All Councillors	<ol style="list-style-type: none">1. To be aware of how and when to refer child welfare concerns to the Directorate of Children's Services, and how, after the referral has been registered, that there are subsequent constraints on staff sharing information in accordance with the Council's political conventions.2. To be aware of and fulfil their responsibilities as 'corporate parents' of children looked after.
Corporate Parenting Committee	<ol style="list-style-type: none">1. To ensure the Council fulfils its responsibilities as corporate parents of children who are looked after – championing their needs, ensuring that they get a good deal and achieve good outcomes.2. To monitor and review the corporate parenting policy, consult and engage young people, maximising and raising their aspirations and maximising access to and inclusion in services provided by the Council.3. To promote children's issues to ensure that the needs of looked after children are prioritised within Dudley MBC, Primary Care Trusts, voluntary and statutory sectors.4. To establish strong links with other agencies within the community concerned with children's issues.

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Dudley Safeguarding Children Board	<ol style="list-style-type: none">1. To agree how the different services and professional groups will co-operate to safeguard children in Dudley, and make sure that arrangements work effectively to bring about good outcomes for children.2. To ensure the provision of effective policies and procedures, raise awareness, implement quality assurance mechanisms, lead on strategic planning for safeguarding arrangements, undertake serious case reviews and review all child deaths in order to identify potentially dangerous environments and previously unrecognised forms of abuse.3. To report directly to the Children and Young People's Partnership and also hold statutory partners to account in matters relating to safeguarding.
Children and Young People's Partnership	<ol style="list-style-type: none">1. To ensure that children's safeguards are an inherent part of all multi-agency planning and commissioning arrangements.2. To receive the Dudley Safeguarding Children Board Annual Report and Business Plan, together with exception reports.
Directorate of Children's Services	
Assistant Director (Children's Social Care)	<ol style="list-style-type: none">1. Ensure children are protected, and they and their families benefit from effective referral, assessment, planning and review processes, which result in appropriate services being provided to respond to the identified developmental needs of the child.2. Maintain positive and constructive relationships through the Dudley Safeguarding Children Board with partner agencies.3. Ensure that staff are provided with up to date procedures, protocols and guidance and that systems are in place to ensure they are followed.4. Ensure arrangements are in place for the safe transfer of responsibility between local authorities.5. Ensure clarity in the role of Reviewing Officers / Child Protection Advisors.

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	<ol style="list-style-type: none">6. Ensure induction, supervision and staff development processes are in place.7. Ensure performance measures are in place to ensure services (including those commissioned from external organisations) are safely, efficiently and cost-effectively delivered.8. Ensure workloads are effectively managed.9. Ensure staff are able to offer culturally appropriate services to all of the communities of the Borough.
Assistant Director (Access and Inclusion)	<ol style="list-style-type: none">1. Have oversight in relation to allegations made against headteachers.2. Ensure that training is delivered to all education settings3. Ensure staff follow procedures and protocols to safeguard children.
Assistant Director (School Effectiveness) Assistant Director (Community Education and Development)	<ol style="list-style-type: none">1. To have oversight in relation to allegations made against staff within their area of responsibility.2. Ensure staff follow procedures and protocols to safeguard children.
Heads of Service, Social Care	<ol style="list-style-type: none">1. Ensure systems are in place to enable team managers to establish how many children have been referred to their team, what action is required to be taken for each child, who is responsible for taking action, and when that action must be completed and has been completed.2. Ensure all cases of children assessed as needing a service have an allocated worker.3. Ensure that services are effectively and safely provided.4. Ensure that staff follow procedures, protocols and guidance and that casework is checked regularly.5. Report to the Assistant Director on the quality and performance of their services, including workloads and unallocated cases, on a regular basis.

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All other Heads of Service, Directorate of Children's Services	<ol style="list-style-type: none">1. Ensure staff are trained in child protection and know how to make referrals and work with other agencies to protect children.2. To ensure that Dudley Safeguarding Children Board policy is understood and followed.
Designated Teachers in all schools	<ol style="list-style-type: none">1. To comply fully with procedures adopted by Dudley Safeguarding Children Board.2. To ensure and have specific responsibility in co-ordinating action within the school and liaising with the Directorate and other agencies over child protection concerns.
Designated School Governors in all schools	<ol style="list-style-type: none">1. To ensure responsibility for liaising with the Headteacher / Designated Teacher at the school over matters regarding child protection issues which are consistent with local Dudley Safeguarding Children Board procedures.2. To ensure that the Governing Body has appropriate school based procedures and policies concerning child protection.
Team and Service Managers, Children's Social Care	<ol style="list-style-type: none">1. Ensure that referrals are acknowledged.2. Ensure that cases are allocated to appropriately qualified and trained practitioners and that the practitioner is clear about what has been allocated, what action is required, and how that action will be reviewed and supervised.3. Ensure and monitor that the requirements of the recording policy are met.4. Ensure the quality of work and supervision.5. Ensure practitioners are able to manage the diversity aspects of their work.6. Ensure that child protection matters involving persons in a position of trust, or are particularly complex are brought to the attention of the Head of Service.7. Report to the Head of Service on the quality and performance of their team/unit on a regular basis, including any unallocated work.

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Reviewing Officers, Children's Social Care	<ol style="list-style-type: none">1. To provide advice to individuals making enquiries of the Child Protection Register.2. To chair complex Strategy Discussions, ensuring co-ordinated action plans.3. To chair the Reviews of children on the Child Protection Register and Children who are Looked After.4. To contribute to quality monitoring.
Commissioning and Planning Officers, Children's Social Care	<ol style="list-style-type: none">1. Ensure that requirements about children's safeguards are built into all external placement contracts and Service Level Agreements.2. Ensure that children's safeguards are built into all planning activity.3. To contribute to quality monitoring.
Social Care Practitioners	<ol style="list-style-type: none">1. Follow Child Protection Procedures.2. Maintain records of their work.3. Keep up to date through training and other professional development opportunities.4. Provide a social work/care service to children in need and their families.5. See and speak to the child and ensure that a focus is kept on their needs and welfare.

All other Council Staff

All other Council staff, carers and volunteers, including support staff and those who work with adults as well as with children and their families.

1. Pass all concerns about child protection to the appropriate Directorate of Children's Services Children's Social Care Fieldwork Team without delay.
2. Be familiar with Child Protection Procedures and implement Dudley Safeguarding Children Board policy

