

**Grwp Adolygu Canllawiau
Amddiffyn Plant Cymru Gyfan**



**All Wales Child Protection
Procedures Review Group**

PROCESS FOR DEVELOPING & DELIVERING PROTOCOLS & PROCEDURES

Final:	April 2011
Author:	Zarah Newman
Implementation:	
Review :	

1. Context / Purpose

The development of protocols to supplement child protection procedures is a requirement of “*Safeguarding Children: Working Together Under the Children Act 2004 (WAG, 2006)*”. Nationally, we have developed All Wales Child Protection Procedures and in addition, protocols are being developed to ensure a consistent approach to practice when there are child protection issues in specific circumstances.

Some protocols will address local issues or working practices. Others will be unworkable unless agreed on an All Wales basis. There are also four active multi – agency forums in Wales that are co-terminus with police authority areas. They too will have members from other relevant organisations. This process for developing protocols and procedures can be adopted by any forum undertaking work on behalf of Local Safeguarding Children Boards (LSCBs) in Wales.

The purpose of this document is to ensure consistency in Wales in:-

- Standardisation of practice in relation to the development of protocols and procedures
- That all organisations working with children actively work to same / similar principles
- All Local Safeguarding Children Board partner organisations jointly own protocols and;
- Become signatories

2. Definitions

Procedures are defined as detailed instructions that describe the appropriate method of carrying out tasks and activities to achieve a stated outcome to the highest standards and to ensure consistency and safety. These are the All Wales Child Protection Procedures 2008.

Protocols are defined as locally/regionally/nationally developed documents to implement national standards. Some will address specific local issues and/or working practices but others will be unworkable unless they are agreed on either a regional or national basis. Currently Safeguarding Protocols are being developed by individual LSCBs, the Regional Child Protection Fora and the All Wales Child Protection Procedures Review Group (AWCPPRG).

3. Governance

Protocols can be suggested / proposed by any individual member/agencies/regional fora and/or LSCB and can originate from a local or national need; for example recommendations from Serious Case Reviews, Inquiries or any government guidance.

If the recommendation is for the matter to be proposed as an All Wales document, the Chair of the LSCB and/or the LSCB representative on the AWCPPRG will be responsible for ensuring it is put on the agenda for the next All Wales meeting.

The AWCPPRG will make decisions as to whether the protocol can/should be developed on an All Wales basis using the criteria below. The proposer will be asked to provide information in respect of the criteria to inform the decision making process.

- The issue cannot be resolved by developing a local document

- The issue cannot be resolved by developing a regional document
- There is a proven need that the issue requires a consistent response across Wales
- New legislation, Government policy or guidance requires that a protocol be developed
- The issue has been identified as a priority

If the AWCPPRG do not agree to develop the protocol on an All Wales basis, a letter will be sent from the Chair to the proposer advising them of this and of the reasons why within 14 days of the meeting at which it was discussed.

If the AWCPPRG agree to develop the protocol, the Chair of the group will:

- Establish a task and finish group
- Appoint a Lead Officer
- Co-opt members as necessary
- Agree a timescale for completion of the draft document (within 6 months of the decision to proceed)

A letter will be sent from the Chair to the proposer advising them of the group's decision, the Lead Officer for the task and finish group and the proposed timescale for development of the protocol.

The protocol will remain the responsibility of the All Wales group until the final version is agreed by all the stakeholders.

4. Lead Officer

The Lead Officer will be responsible for leading the task and finish group and for ensuring that the draft protocol document is presented to the AWCPPRG within the set timescale. The Lead Officer will also be responsible for collating consultation comments following the 3 month consultation period.

5. Consultation Process

It is essential to circulate the documentation for consultation to all relevant agencies. Please note that there are different departments within health for example that may have a more specific involvement than others.

LSCB representatives on the AWCPPRG are responsible for ensuring that local processes are in place to ensure that all relevant stakeholders are consulted during the consultation period. Comments and amendments should be collated locally and forwarded to the Lead Officer for the task and finish group who will discuss proposed changes with the task and finish group.

Consultation will take place over a three month period with a clear timescale for return of comments/amendments. Any comments or amendments received after the closing date will be held over to the first review of the document. The LSCB/agency/individual making the comments/amendments will be advised of this.

All those providing comment/amendments on the document must be clear what amendments **must** be made e.g. inaccurate or misleading, contradicts national guidance/legislation etc and which amendments they are willing to negotiate about e.g. re-wording of a sentence, format etc. Comments and amendments must be organised under the following headings using the attached pro forma before the LSCB submits them to the Lead Officer by the consultation deadline:

- General comments which may include format or presentation of the document
- Specific comments on the content of the document
- Summary – to include clarity about what has to change before the LSCB would be able to ratify the document

6. Timescales

Timescale for commencement of the task and finish group and completion of a draft document to be presented to the AWCPFRG, is 6 months from the date the decision was made to develop the document. The consultation period is 3 months. Final amendments will be made and the final draft document will be placed on the agenda for the next All Wales meeting for agreement. At this stage the document will be translated into Welsh.

Once agreed the document will be circulated to each LSCB for ratification with a covering letter and the ratification pro forma (appendix 2) which must be completed by LSCBs and returned to the All Wales group within 3 months of the date it was sent out.

7. LSCB Ratification

It is the responsibility of each LSCB to approve and ratify all protocols. It is the responsibility of the LSCB representative on the AWCPFRG to ensure that all protocols are added to the agenda of their LSCB.

Once adopted the date of ratification should be added to the “footers”, under the ratified date, but above the review date.

The LSCB must ensure that local arrangements have been made to support the implementation of the ratified All Wales Protocol document. Once these arrangements have been made, one of the ways to ensure that the local guidance is available could be to attach an addendum with local contacts/services/procedures to the All Wales protocol documents.

If an LSCB chooses not to adopt the All Wales protocol then they will retain responsibility for developing a local document.

Once the protocol is agreed across Wales it will be added to the electronic version of the All Wales Child Protection Procedures.

8. Presentation

All protocols developed by the AWCPPRG will be uniform in presentation with the AWCPPRG logo on the front sheet and uniform footers.

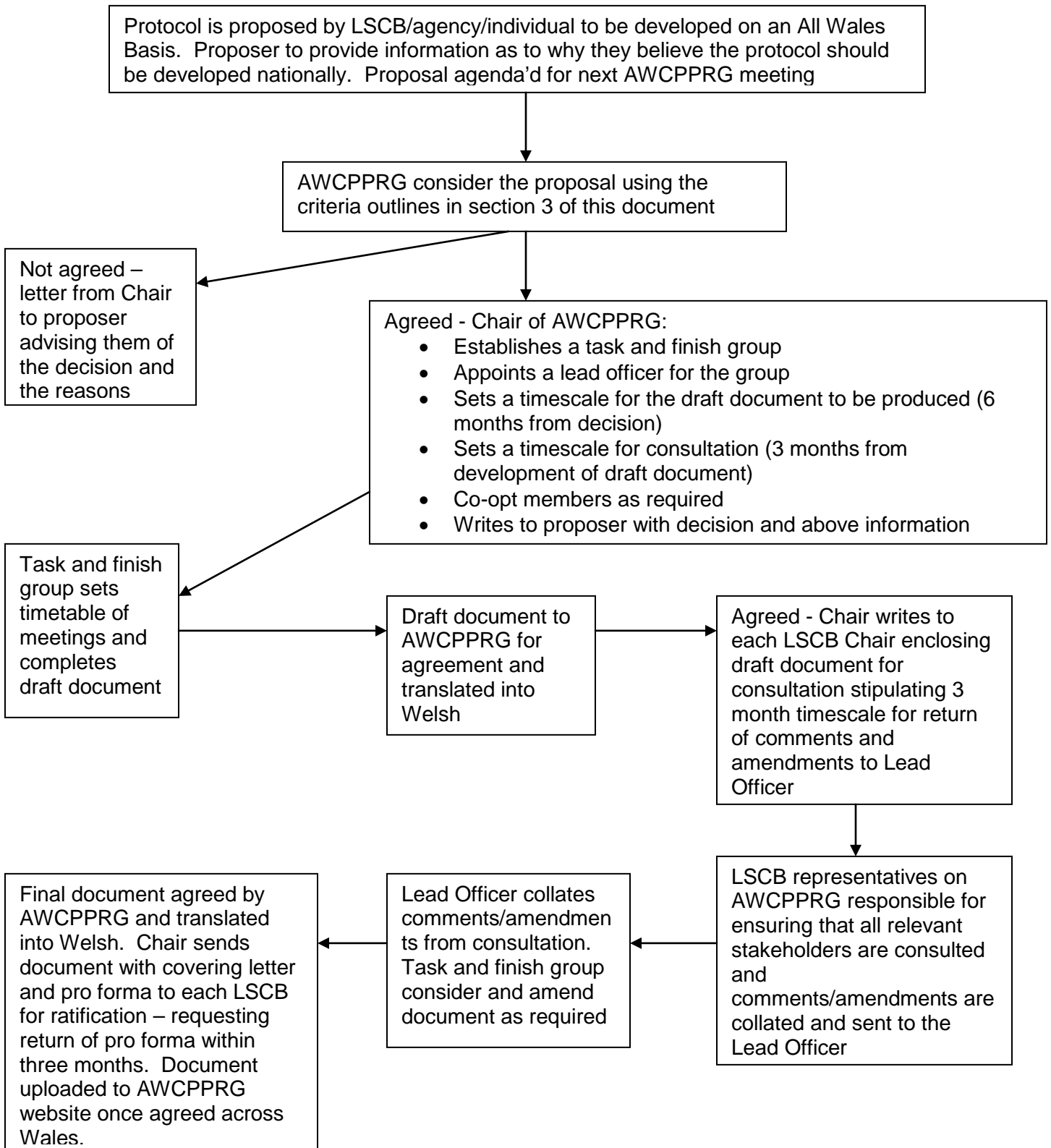
9. Retention and Storage

Although individual LSCB's will retain copies of all protocols that have been approved, there will be a central "library" of all protocols that are agreed on an All Wales basis (available via www.awcpp.org.uk). These are the responsibility of the chair of the AWCPPR group. It will be the responsibility of the chair to ensure that protocols are reviewed and updated.

10. Dissemination and Training

The ratification of an All Wales document is not the end of the process as it is important that all staff are made aware of the new arrangements. In each case, LSCBs must consider and where necessary, make arrangements for disseminating, raising awareness and training. This may involve the LSCB's training sub group and/or individual agency training units.

Process Flow Chart



Consultation Feedback Pro Forma

Name of LSCB:

General Comments (may include comments on format or presentation of the document)

Specific Comments (must include page number, paragraph number and line number)

Summary (consider what needs to be changed in order for your LSCB to ratify this document)

Appendix 1

**Grwp Adolygu Canllawiau
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**All Wales Child Protection
Procedures Review Group**



Date:

Dear Chair of LSCB

Please complete Proforma below for all All Wales Protocols

<u>Protocol Title:</u>	<u>Protocol Date:</u>
<u>Consultation Completion Date</u>	<u>LSCB AREA:</u> <u>Name of Chairperson:</u>
<u>Date Protocol Ratified:</u>	<u>Signature of Chairperson:</u>

Please sign and forward to Chairperson of the All Wales Child Protection Procedures Review Group