

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

2022

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
1.3	May 2022	Key officer details update
1.4	Sept 2022	Key officer Details – Incorporation of JADU Online upload system, LOGO change

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 via the JADU Online reporting system. The link to the form is:

<https://forms.gloucestershire.gov.uk/S11Audit>

It is advised that colleagues uploading their organisations S11 submission create an account on the JADU System when prompted to do so.

Additional evidence can be uploaded in a suitable format consistent with partners and relevant agencies own business needs and regulatory assurance requirements.

All agencies should address the four section 11 standards ([Appendix 1](#)) identifying evidence of compliance, through existing business processes, for example inspection reports, single agency audit and other processes and practices available; copies can be uploaded as evidence on to the JADU System. Hyperlinks should not be used unless the link is to a public document on an open-source website.

The GSCP Business Unit will communicate a submission deadline date with non-submission of a section 11 report 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 (S11 Standards relevant actions) single agency actions from previous S11 audits, safeguarding reviews (Safeguarding Practice Reviews, historical SCR's, DHR's, CDR's) and other 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 Independent Scrutineer. 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 using the submitted section 11 report and Panel time. The Independent Scrutineer 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
- GSCP Business Manager
- GSCP Practice Development Manager
- Stroud District Youth Council – including Ambassador Representation

Timescales and deadlines

Single agency section 11 report submitted in the third week in October with section 11 Assurance Panel held in the second week of November. Invites for agency attendance at Panel to be sent out in October.

April 2022 to March 2023 Reportable in October 2023

April 2023 to March 2024 Reportable in October 2024

All section 11 reports must be uploaded onto the S11 JADU System

<https://forms.gloucestershire.gov.uk/S11Audit>

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. GCC Children's Social Care
 - a. Ann James Ann.james@gloucestershire.gov.uk
2. GCC Adult Social Care
 - a. Moira Wood moira.wood@gloucestershire.gov.uk
 - b. Paul Yateman paulyatman1127@btinternet.com
 - c. JASPER, Sarah Sarah.JASPER@gloucestershire.gov.uk
3. GCC Children's Services
 - a. TBC
4. GCC Public Health
 - a. Beth Bennet-Britton Beth.Bennett-Britton@gloucestershire.gov.uk
5. GCC Commissioning
 - a. Wendy Williams Wendy.Williams3@gloucestershire.gov.uk
6. Youth Services & Youth Offending Team/Service
 - a. Kat Aukett kat.aukett@prospects.co.uk
 - b. Sarah Penny Sarah.penny@prospects.co.uk
 - c. Hannah Clune hannah.clune@prospects.co.uk
7. Integrated Care Board
 - a. Marion Andrews Evans marion.andrews-evans@nhs.net
 - b. Melanie Munday melanie.munday1@nhs.net
8. Gloucestershire Health & Care NHS Foundation Trust-
 - a. John Trevains John.trevains@ghc.nhs.uk
 - b. Liz Emmerson liz.emmerson1@ghc.nhs.uk
9. Gloucestershire Hospitals NHS Foundation Trust
 - a. Clare Freebrey clare.freebrey@nhs.net
10. Gloucestershire Constabulary –
 - a. Richard Ocone Richard.Ocone@gloucestershire.police.uk
 - b. Steve Bean steve.bean@gloucestershire.police.uk
11. National Probation Service
 - a. Mark Scully Mark.scully@probation.gsi.gov.uk
12. CAF/CASS – Regional Submission every two years
 - a. Deborah Murphy deborah.murphy@cafcaass.gov.uk
13. Housing, Sport, Culture and Leisure Services, Licensing Authorities
 - a. Stroud District Council Steve Miles steve.miles@stroud.gov.uk
 - b. Forest Of Dean District Council Paula Massey Paula.Massey@publicagroup.uk
 - c. Cotswolds District Council Paula Massey Paula.Massey@publicagroup.uk
 - d. Gloucester City Council Emily Bolland emily.bolland@gloucester.gov.uk
 - e. Cheltenham Borough Council Tracy Brown tracy.brown@cheltenham.gov.uk
 - f. Tewksbury Borough Council Peter.Tonge Peter.Tonge@tewkesbury.gov.uk
14. The British Transport Police – Regional Submission every two years