

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting
may be filmed.***



please ask for Rebecca Preen
direct line 0300 300 4196
date 06 October 2016

NOTICE OF MEETING

CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 18 October 2016 9.30 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs M A G Versallion (Chairman), Mrs D B Gurney (Vice-Chairman), J Chatterley, P A Duckett, Mrs J Freeman, P Hollick, A Ryan, B Saunders, D Shelvey and B Walker

[Named Substitutes:

R D Berry, D Bowater, K Janes, Mrs J G Lawrence, P Smith and T Swain]

Co-optees: Mrs Deans (Parent Governor), Mr Court (Parent Governor), Mrs Rowlands (Parent Governor), Mrs Main (Roman Catholic Diocese), and Mr Morton (Church of England Diocese)

All other Members of the Council - on request

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AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 6 September 2016 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

9. Executive Members' Updates

To receive a brief verbal update from the Executive Members for:-

- Social Care and Housing
- Education and Skills and
- Health

Protecting Vulnerable Children

Item	Subject	Page Nos.
10	LSCB Annual Report	* 7 - 66

To receive and comment on the Local Safeguarding Children's Board Annual Report.

Education & Skills

Item	Subject	Page Nos.
11	Securing economic, personal and social Success for Young People – The Youth Support Service annual report (2015/16)	* 67 - 82

To review the outcomes and scrutinise actions outlined in the Youth Support Services Annual Report that seek to support young people's progression to personal, social and economic success.

12	Consultation on the Council's Admission Arrangements 2018/19	* 83 - 132
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To receive information regarding a public consultation and provide input in order to shape the strategic direction of travel.

Promoting Children's Health

On this occasion no items have been identified for this area.

Other or Cross-Cutting

Item	Subject	Page Nos.
13	Q1 Budget Monitoring Presentation	* 133 - 140

To receive a presentation regarding the directorate's capital and revenue budget monitoring information for Q1 (April to June 2016).

A link to the more detailed Executive report can be found here:-

<http://centralbeds.moderngov.co.uk/mgChooseDocPack.aspx?ID=5157>

14 **Work Programme 2016/17 & Executive Forward Plan** * To Follow

The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan. Members will be provided the opportunity to discuss in depth the comprehensive list of items proposed for the Committee work programme, helping shape the future direction of travel.

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Central Bedfordshire Council

CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE

Tuesday 18th October 2016

Local Safeguarding Children Board (LSCB) Annual Report - 2015/2016

Report of the Independent Chair of the LSCB
(Alan.caton@centralbedfordshire.gov.uk)

Advising Officers: Strategic Safeguarding Partnership Manager
(Phillipa.scott@centralbedfordshire.gov.uk) 0300 300 6194

Purpose of this report

1. This report provides the Children's Services Overview and Scrutiny Committee with a copy of the 2015/16 Annual Report from the Central Bedfordshire Safeguarding Children Board (LSCB). The Annual Report provides the committee with a detailed account of the work undertaken by the LSCB throughout the year, progress made against the priorities contained within the LSCB Business Plan and the outcomes achieved.

RECOMMENDATIONS

The Committee is asked to:

1. Note the information contained within the 2015/16 Annual Report.

Background

2. The Statutory Guidance Working Together to Safeguard Children 2015 (Chapter 3 Point 16 and 17) States:

The Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the health and well-being board.

The report should provide a rigorous and transparent assessment of the performance and effectiveness of local services. It should identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action. The

report should include lessons from reviews undertaken within the reporting period

3. The Annual Report for 2015/16 is contained within Appendix A

Council Priorities

4. The delivery of the LSCB Business Plan supports the following Council priority:
 - Protecting the vulnerable; improving wellbeing

Corporate Implications

Legal Implications

5. The LSCB has a duty to publish an annual report of its activity as outlined in Working Together to Safeguard Children 2015.

Financial and Risk Implications

6. There are no financial implications in relation to producing the LSCB Annual Report.
7. Working Together to Safeguard Children 2015 (Chapter 3 Point 19) States:

The report should also list the contributions made to the LSCB by partner agencies and details of what the LSCB has spent, including on Child Death Reviews, Serious Case Reviews and other specific expenditure such as learning events or training. All LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

8. The LSCB is funded by multi-agency partners on an annual basis and the contributions and LSCB spend for 2015/16 are contained within the Annual Report.

Equalities Implications

9. There are no equalities implications.

Implications for Work Programming

10. There are no work planning implications.

Conclusion and next Steps

11. The LSCB Annual Report for 2015/16 was agreed by the LSCB Strategic Board at its meeting on the 27th September 2016 and will now be presented to the Health and Wellbeing Board on the 25th January 2017. A copy will also be provided to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner.

12. The Committee are asked to note the Annual Report 2015/16

Appendices

Appendix A: Central Bedfordshire LSCB Annual Report for 2015/16

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Annual Report 2015 - 2016

Central Bedfordshire Safeguarding Children Board

Author	Strategic Safeguarding Partnership Manager
Consultation	Core Business and Improvement Group and Board Members
Agreed by:	Central Bedfordshire Safeguarding Children Board
Date Agreed:	
Date reviewed:	Not applicable

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1. Foreword from the independent chair

I am pleased to present the Central Bedfordshire Safeguarding Children Board (CBSCB) Annual Report covering the period April 2015 to March 2016.

This, like previous years, has been a challenging one for partners who are still working in a context of shrinking budgets and resources; however this report provides evidence of the commitment and determination among agencies and professionals to keep children and young people, across Central Bedfordshire safe.

This report highlights the performance and effectiveness of agencies to safeguard and promote the welfare of children and young people. It also outlines the difference we have made as a Board and the impact that those differences have had on children, young people and their families in Central Bedfordshire.

The Board can evidence how it has influenced and shaped service delivery through effective multi-agency case audit. During this reporting period multi-agency audits were completed in relation to Child Protection cases where domestic abuse was known, along with an audit in relation to Child Sexual Exploitation (CSE) cases. Learning points identified from both these audits have been translated into multi-agency action plans which have been implemented and monitored through the Boards Learning and Improvement framework.

Further, during this reporting period the Board has commissioned three Serious Case Reviews (SCR's), all of which have provided significant learning to agencies across Central Bedfordshire. Learning from these reviews is communicated to the children's workforce through practitioner events led by the Safeguarding Children Board.

As a Board we continue to face a number of challenges as we strive to constantly develop front-line practice with a view to improving outcomes for all children and young people. These challenges are highlighted in this report and include;

- Understanding the risks to adolescents in a holistic way that supports practitioners in tackling child sexual exploitation and radicalisation
- Hearing the child's voice and ensuring it shapes improvement
- Continuing to embed robust and rigorous quality assurance activity and learning that supports the Board's priorities
- Continuing to develop a comprehensive and rigorous performance framework that supports the Board's priorities
- Implementing actions to tackle Child Sexual Exploitation
- Implementing actions to tackle neglect

Included at the rear of this report there are a number of key messages for all partner agencies and strategic partners. These messages are to ensure that safeguarding and protecting children in Central Bedfordshire remains a priority for all.

Finally, may I take this opportunity to thank on behalf of CBSCB all of the organisations and individuals in the public, voluntary and private sectors who work tirelessly across Central Bedfordshire to improve the safety and quality of life of our children, young people and families.

I commend this report to you and invite you to feedback your thoughts on how we can continue to develop and improve in order to keep all of Central Bedfordshire's children safe.

Alan C Caton OBE CBSCB Independent Chair

2. Central Bedfordshire

Local demographics

Central Bedfordshire has a population of 264,500 people. This is forecast to increase to around 287,300 people by 2021, with a 35% increase in the number of people aged 65 and over compared to 2011.

Central Bedfordshire is less diverse than England as a whole, and has a greater proportion of people who are White British (79.8%). The biggest ethnic minority groups in Central Bedfordshire were White Other (not White British, White Irish or Gypsy or Irish Traveller), White Irish and Indian. More than 95% of pupils of compulsory school age in Central Bedfordshire speak English as a first language. However, more than 60 different first languages are recorded among the remaining children.

None of our neighbourhoods are in the 10% most deprived nationally, however pockets of deprivation do exist – mainly in Houghton Regis and Dunstable.

The rate of serious acquisitive crime is higher in Central Bedfordshire than in similar authorities.

61% of Central Bedfordshire residents live in areas classified as urban.

Unemployment is low in Central Bedfordshire compared to England, and house prices are higher than the national average.

Central Bedfordshire residents are less likely to have higher level qualifications compared to the national average, but GCSE results are above the England average.

Life expectancy and overall health are both slightly better than the national average, and children are less likely to be obese.

Vulnerable groups

Although the majority of children and young people in Central Bedfordshire live healthy lives and are safe within their family networks and communities, there are a proportion of vulnerable children who are at risk of poorer health and well-being outcomes.

All partners of the LSCB are committed to seeking out vulnerable children and supporting them and their families whilst acknowledging the difficulties as some abuse or neglect may be hidden despite the work of agencies and partners to identify those who are in need of services and who are being harmed or at risk of being harmed.

The following section of the Annual Report sets out those categories of children and young people in Central Bedfordshire who have been identified by the local authority and other agencies as in need of protection or help to promote their welfare as they are more vulnerable.

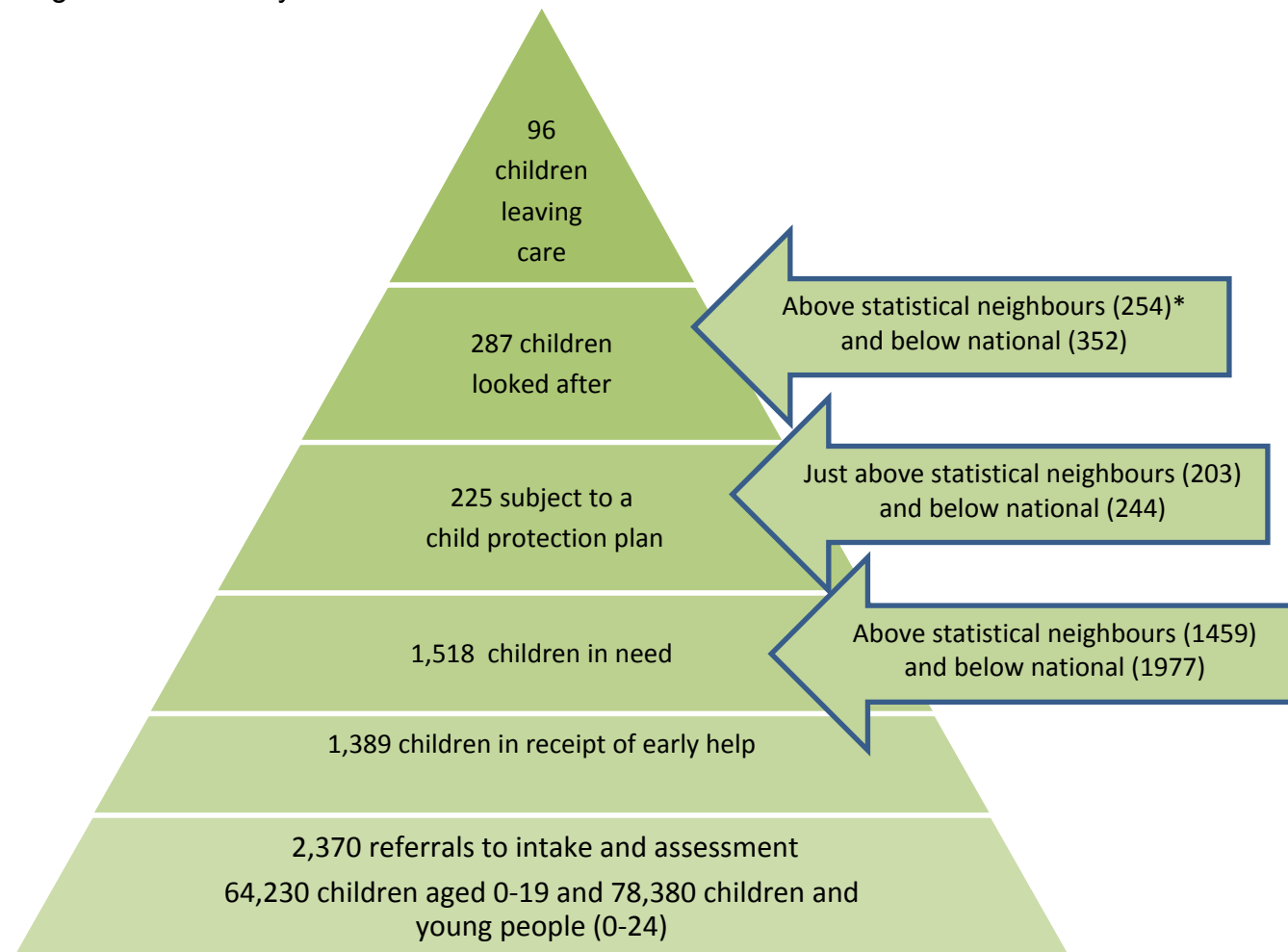
These categories of vulnerability are not exhaustive and many factors such as going missing from home and living in households where there is domestic abuse, substance misuse and/or parents who are mentally ill can place children at increased risk of harm from abuse and neglect.

3. Safeguarding in Central Bedfordshire

Safeguarding of children in Central Bedfordshire continues to be good and the Central Bedfordshire Safeguarding Children Board routinely scrutinises child safeguarding activity to look at what is happening and to understand any specific trends or issues impacting on safeguarding activity.

The child’s journey in Central Bedfordshire

This section analyses performance using key indicators in relation to child protection. It examines data at key points in decision making from the point of referral through to child protection plans. It aims to help us understand the flow of cases through early help and referral and assessment within the context of multi-agency working. Below are the numbers of children at various stages in the care system at the end of March 2016.



*statistical neighbour and national figures have been calculated to provide population comparisons. These are based on 14/15 outturn figures as 15/16 data is not yet available.

One front door

In April 2014 the Access and Referral Hub was launched – a single front door for everyone needing information about services for children and young people including early help, family youth information for parents, those concerned about a child and professionals needing to refer a child.

During 2014/15 the Access and Referral Hub dealt with 10,898 enquiries and during 2015/16 it dealt with 12,012 which was a 10% increase.

Early help

Early help for children and families involves taking action as soon as possible to tackle problems that have already emerged. Central Bedfordshire's Early Help Offer identifies the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future. The Early Help Offer is not just for very young children as problems may also emerge at any point throughout childhood and adolescence. The Early Help Offer includes universal and targeted services designed to reduce or prevent specific problems from escalating or becoming entrenched. In other words it is all about offering the right help at the right time.

An Early Help Assessment (EHA) is completed and a plan is put in place to support the child and family. Where the assessment identifies support needs that cannot be met by a single agency or service, there needs to be a co-ordinated response with local agencies working together to support the family. The Team around the Child (TAC) model is used locally to bring together a range of different practitioners from across the children and young people's workforce and sometimes from adult services to support an individual child or young person and their family. The members of the TAC develop and deliver a package of solution focused support to meet the needs identified through the Early Help Assessment with a lead professional identified to co-ordinate the support and act as the key point of contact for the family and professionals/services.

From the 12,012 enquiries coming through the Access and Referral Hub, there were 1,389 early help assessments received. The number of children who had an early help assessment completed per 10,000 0-17 of the population had risen over the previous last three years and then decreased last year as follows:

- 69.2 in 2012/13 to
- 151.2 in 2013/14 to
- 244.7 in 2014/15 and slightly decreased to
- 232.2 in 2015/16

At the end of March 2016 there were a total of 1,389 children in receipt of early help.

The rate of children in need per 10,000 of the population under 18 in Central Bedfordshire has increased slightly from last year, with a 1.5% increase. The overall children in need numbers for the past four years can be seen below:

- 1631 in 2012/13 to
- 1541 in 2013/14 to
- 1495 in 2014/15 and
- 1461 in 2015/16. (Provisional figure excluding LAC and CP – Figure including LAC and CP is 1518)

The rate is below the England, statistical neighbour and regional averages. Early indications are that this decrease does not match the trends in other areas.

From the 12,012 enquires there were 2,370 referrals to intake and assessment. The percentage of referrals leading to an assessment at the end of March 2016 was 89.5% (2121/2370).

During the year 2015/16 the Police referred 32% of all referrals to Children's Social Care a significant number of which related to concerns around domestic abuse. Schools referred 20% of all children to Children's Social Care services and health professionals 11%. (This figure for health professionals is in line with national data).

Where identified at the point of assessment, abuse and neglect is the highest primary need for those children assessed by Central Bedfordshire Children Social Care.

Final data indicates that at the end of March 2016 the referral rate (per 10,000 of the child population) will have remained steady and is consistent with statistical neighbour and regional averages for 2015/16, with the repeat referral rate decreasing and falling below statistical neighbour and national averages.

94.7% of assessments were completed in 45 days and the Safeguarding Board challenged the Local Authority and requested an audit of those that did not receive assessments in timescale and noted the findings and actions taken. As a result of this a number of actions were taken by Children's Social Care to rectify recording errors and deal with staff performance issues. This measure continues to be monitored closely by managers in Children's Social Care.

The Access and Referral Hub continues to add greater stability to the referral process and enables all contacts to Children's Social Care to receive a service and/or signposting to other services where appropriate. By providing a prompt and effective response to emerging issues within families the aim is to reduce the number of children who require safeguarding interventions at a later stage in their lives.

The Board has been assured that the right families are getting the right service at the right time and that families are benefiting from a single front door and do not have to wait too long for a service.

Children with a child protection plan

Children who have a child protection plan are considered to be in need of protection from either neglect, physical, sexual or emotional abuse or a combination of one or more of these. The child protection plan sets out the main areas of concern, what action will be taken to reduce these concerns and by whom. The plan will also set out how we will know when progress is being made.

In respect of children with child protection plans the rates per 10,000 child population have increased in Central Bedfordshire by 37% in March 2016 compared to March 2015, but still remains below the peak reported in 2013.

Over the last four years the actual number of children with a child protection plan has been as follows:

- at the end of 2012/13 there were 266 children with a child protection plan (45.4 per 10,000 population)
- at the end of 2013/14 there were 192 children with a child protection plan (32.8 per 10,000 population)
- at the end of 2014/15 there were 164 children with a child protection plan (27.9 per 10,000 population) and
- at the end of 2015/16 there were 225 children with a child protection plan (38.4 per 10,000 population)

The figures indicate that this will be above statistical neighbour and regional averages at the end of March 2016, however will remain below the national average.

Children in care

Children in care are those looked after by the local authority. Only after exploring every possibility of protecting a child at home will the local authority seek a parent's consent or a court's decision to move a child away from his or her family. Such decisions, whilst very difficult, are made in the best interests of the child.

Below are the annual numbers of children in care, which has seen an increase in the last year. At the

- end of 2011/12 there were 208 children in care and
- at the end of 2012/13 this increased to 246
- at the end of 2013/14 there were 268 children in care,
- at the end of 2014/15 there were 274 children in care, and
- at the end of 2015/16 there were 287 children in care.

(In particular there was an increase in the number of Unaccompanied Asylum Seeking Children becoming looked after by the local authority, with an increase from 18 at the end of March 2015 to 37 at the end of March 2016, which is a 105.6% increase)

The LSCB Board originally received the looked After Children Annual Report at its meeting in January 2016, but there were several lines of follow up enquiries made and therefore a further report was presented to the Board at its meeting in June 2016. The following information provides a summary (some of the information provided in the report related to 2014/15).

As at February 2016 the total number of Central Bedfordshire pupils of statutory school age who are part of the Virtual School was 187 (Reception to Year 11). This did not include 56 year 12 and Year 13 young people still in care who are being monitored and supported by the Virtual School in partnership with the Corporate Parenting Team and Youth Support Services. A further 16 pupils left care in the last 6 months.

There is a direct correlation between attendance and pupil's achievement and this is a key focus for the Virtual School.

Exclusions

During 14/15 there was one permanent exclusion for serious misconduct and following effective joint working the student is now making good progress. There had been no permanent exclusions of a looked after child (as at February 2016).

There has been a reduction in fixed term exclusions for looked after children attending settings in Central Bedfordshire from 86 days (13/14) to 55.5 days (14/15). This reflects the effective cross agency working to reduce the need to exclude. For looked after children attending settings outside of Central Bedfordshire there has been an increase in days lost as a result of fixed term exclusions from 26.5 (13/14) to 127 days (14/15). 5 young people (all male) contributed to 53 days of this figure and in most cases these are our young people with the most complex needs, some with several placement breakdowns over a relatively short period of time. This increase is unacceptable and there was not a robust process in place to collect data. In 14/15 the process has been improved and not only has the data collection process been improved but there is now the opportunity to offer support and advice. This remains a key priority for the Virtual School.

Attendance

Although overall attendance in 14/15 has fallen, the majority of pupils' attendance is over 95% (106/174) with 19 pupils achieving 100%. Attendance in years 9, 10 and 11 still remains the key challenge and therefore a key priority for the Virtual School. There is a Personal Advisor that is jointly funded by the Youth Support Service and the Virtual School who works directly with these young people at risk of dis-engaging from learning. Creative packages are put in place to support young people to get the best possible outcomes.

Placement stability

In collaboration with fostering and social work teams there has been a significant measureable improvement in the placement stability for looked after children and young people. The following two key measures demonstrate this:

- a. The percentage of looked after children and young people who have had 3 or more placement moves in the last year has improved from 13.5% (March 2015) to 12.2% (March 2016).
- b. The percentage of looked after children and young people who have been looked after for 2 and a half years or more who have been in the same placement for at least 2 years has improved from 51.9% to 63% in March 2016.

Placement stability remains a priority and targets of 11% and 70% have been set for these measures respectively going forward.

Achievement

For those young people who have been looked after for over 12 months on 31 March 2015 (this is the national measure), the following results were achieved:

- Key Stage 1 – 10 out of 12 pupils (83%) achieved level 2 or above in reading, 9 out of 12 pupils (75%) level 2 or above in writing and 10 out of 12 pupils (83%) level 2 or above in maths.
- Key Stage 2 – 13 out of 16 pupils (81%) achieved level 4 or above in reading, 11 out of 16 (69%) in writing and 11 out of 16 (69%) in maths.
- Key Stage 4 – There were 13 students who had been in care for more than 12 months on 31st March 2015. 6 students achieved at least 1A*-C at GCSE, 8 students achieved at least one pass at GCSE, 3 students achieved 3 A*-G including English and mathematics.

Participating and staying on in education, employment and training

There is strong joint working between the Virtual School, the Youth Support Services and the Corporate Parenting Team to support young people to remain or engage in education, employment or training. There are monthly managers meetings in order to provide oversight of cases and look at young people's progress. These inform joint planning and resource allocation for young people who are not engaging in education, employment or training. There is also co-ordination and liaison with schools, colleges and training providers to ensure ongoing engagement. At any one time the services are supporting up to 60 looked after children aged 13-16 and 120 looked after children and care leavers aged 16-21.

The key measure of success in relation to this joint working is the percentage of care leavers engaged in education, employment or training. This has shown significant improvement over the last year when it was 41.1% in March 2015/16 to 70% in 2015/16.

Conclusions

Looked after children are now in more stable placements, progress in Key Stages 1 and 2 continues to improve and the number of days lost to fixed term exclusions from pupils placed in CBC schools continues to drop. The percentage of care leavers aged 17- 21 year olds in employment, education and training has seen a significant improvement during the year. However the attendance of pupils in Years 9, 10 and 11 continues to be a priority as does attainment at Key Stage 4.

Children at risk of sexual exploitation

Child sexual exploitation is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status. Consent is irrelevant, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and may occur online. The child/young person may think that their abuser is their friend, or even their boyfriend or girlfriend.

Children who run away from home or care could be running from a number of situations and problems where they are vulnerable or at risk of harm. Going missing can increase a child's risk of further danger as a result of becoming involved in crime, child sexual exploitation and potentially child trafficking.

Central Bedfordshire have a team dedicated to responding to the needs of children at risk as a result of going missing and a multi-agency panel reviews the situations of those children who persistently go missing to ensure interventions are in place to deal with the root causes which lead them to run away and ensure measures are put in place to divert them from this activity and minimise the risks they are exposed to.

Agencies have referred 21 children to the Child Sexual Exploitation Panel as being at risk of exploitation in Central Bedfordshire during 2015/16, and to support prevention work there were 21 disruptions carried out by Bedfordshire Police and 5 abduction notices were issued.

Children who are privately fostered

Parents may make their own arrangements for their children to live away from home or other close family members. These are privately fostered children. The local authority must be notified of these arrangements.

At the end of March 2016 the local authority was aware of three privately fostered children (there were 5 new reports during the year with 2 cases ending). This was the same as the number in 2014/15, with 5 new reports throughout the year and 3 in place at the end of March 2015. Numbers remain low despite the efforts of the local authority, partner agencies and the Central Bedfordshire Safeguarding Children Board to raise awareness of the need to notify the local authority of these arrangements. Work with schools, children's centres, health care settings, the voluntary sector and a range of childcare settings involves the distribution of a range of communications materials, including leaflets and flyers.

Service user feedback

Children's Services Social Care complaints handling practice in 2014/15 (this data was reported in December 2015):

- There was a decrease in the number of complaints recorded compared to last year, from 104 to 92. The number of complaints suggests effective recognition and recording of complaints by service teams.

- Complaints were seen as important customer feedback and a means of identifying how practices may be changed for the better. Services were receptive to customers' views and complaints, with 70% of complaints either upheld fully or in part.
- The good practice of using conciliation meetings to resolve ongoing dissatisfaction continued this year. The approach focussed on resolution of complaints through face to face meetings and was successful in remedying seven cases without the need for lengthy formal investigations.

Key themes from complaints:

The services for Looked After Children and Care Leavers were the areas most complained about, and saw the most significant rise in complaints compared to last year. The service received 27 new complaints compared to 19 recorded the previous year. The three top reasons for complaints were; concerns about care placements; case handling issues; and delay providing services. In the period the Senior Management Team supported the Customer Relations Team to engage with the Corporate Parenting Service on a programme to review and improve complaints handling, with a focus on valuing feedback from looked after children and identifying the root cause in complaints. The work included a refresh on the value of complaints and resolution, to improve practice around recognising when concerns should be addressed as complaints. This led to an increase in complaints being recognised and registered.

Child's voice

At the Board Development session in January 2014 Board members agreed that hearing the voice of the child should be a priority during 2014-15 and this continued to be a priority during 2015- 2016 as well. Therefore Board reports were amended to require all authors to consider and ensure the child's voice has informed their reports. In addition to this a Voice of the Child sub group was also established and has been led by a Board member from an education setting with high level engagement from the Board partners. Further information regarding the group's work can be found within the progress on priorities section of this report.

4. Progress on priorities in 2015 – 2016

The Board agreed the following set of priorities for 2015 – 2016:

- Priority 1 – Ensure children in dangerous settings have faster, easier access to safeguarding support
- Priority 2 – Ensure the effectiveness of safeguarding and early help support to children living in vulnerable families
- Priority 3 – Ensure the effectiveness of the Board and its Partners

The Board took forward several actions within its Business Plan in relation to the above priorities and details are contained below under each of the priority headings.

Priority 1 – Ensure children in dangerous settings have faster, easier access to safeguarding support

Ensure Children and young people's voices are heard:

During the year the Voice of the Child Sub-group was established and work began to develop a self assessment tool for agencies to use and assess the participation of young people with their services. The toolkit was finalised in March 2016 and circulated during April 2016. Results from the survey will be collated during 2016 and will feed in to the Young People's Conference which is scheduled for September 2016.

Consider and respond to the recommendations of the Multi Agency Safeguarding Hub (MASH) review:

A multi agency MASH Strategic Steering group was set up and has taken forward the development of a Central Bedfordshire MASH which is due to go live during May 2016. The MASH steering group will continue to monitor the MASH implementation and its outcomes during 2016.

Ensure the plan developed in response to the domestic abuse review is agreed and implemented:

(In 2014/15 it was clarified that the Community Safety Partnership is the lead in Central Bedfordshire in relation to Domestic Abuse - In February 2015 the Board received the findings of a review by an independent expert into the services for children and families subject to domestic abuse - Transforming service delivery and achieving the best for children and young people affected by domestic abuse in Bedfordshire. These recommendations are informing the development of a broader partnership plan being led by the Community Safety Partnership which the Board will keep under review in 2015/16)

The Community Safety Partnership has developed a Domestic Abuse Strategy and Action Plan and will update the LSCB Strategic Board in June 2016 on progress with its implementation.

The RELAY Project continues to alert schools to children whose parents have been involved in a domestic violence incident. During 2015/16 there were a total of 1,821 RELAY notifications made to schools compared to 1,749 during 2014/15

The Relay Team deals with an average of 25 domestic violence incidents a week (and more than 40 children).

The LSCB Strategic Board continues to monitor the number of cases referred to the MARAC process and during 2015/16 there were a total of 276 cases referred for support compared to 305 during 2014/15. In relation to the 276 cases referred for support during 2015/16 there were 472 children in total living within these homes.

During January 2016 the LSCB Learning and Improvement Sub-group completed a multi-agency audit into 5 cases where the children were on a child protection plan and domestic abuse was a known issue. The group has since taken forward an action plan in relation to the learning and further

information has been included with the multi-agency audit section of this report.

Consider and develop a response to the Child Sexual Exploitation Review ensuring the revised strategy and plan are implemented:

Following a review from the Nation Working Group in relation to CSE work in Bedfordshire, the Pan Bedfordshire CSE and Missing Strategic Group has developed a multi-agency CSE Strategy and a reflective practice workshop carried out during the year has also strengthened the strategic oversight around this issue. A CSE problem profile has been under development and is due to be completed during May 2016. This profile will help develop a multi-agency action plan to further implement the CSE Strategy across Bedfordshire.

A CSE Co-ordinator for Bedfordshire has also been recruited to take forward the implementation of the multi-agency strategy and action plan.

Regular updates have been provided to the Board and the Case Review Group in relation to ongoing investigations and actions.

As part of a proactive approach to the national CSE agenda and to increase the awareness of CSE with young people within Central Bedfordshire the LSCB commissioned the production of Chelsea's Choice for schools and education settings where age appropriate. (For younger children, a production called looking for Lottie has begun to be rolled out). 6500 young people have accessed Chelsea's Choice during 2015/16 and are now more aware of what child sexual exploitation is. As part of an ongoing communications campaign, leaflets were also distributed across Central Bedfordshire and articles were placed in the council's community and residents magazines.

To help raise awareness of CSE within the children's workforce the LSCB organised workshops in relation to the recommendations from the independent review, commissioned CSE E-learning training which has been rolled out to frontline staff and organised face to face CSE events/workshops including teen dating violence workshops.

During 2015/16, 241 people have accessed CSE e-learning and approximately 100 Central Bedfordshire Council front line staff attended the CSE Briefing. 84 professionals reported back that they are now better equipped to support young people as their before and after knowledge rates raised by 35%.

Understand the risks to adolescents in Central Bedfordshire:

This action has been transferred to the new Business Plan for 2016/17, a needs assessment around adolescents has been completed and will be presented to the Strategic LSCB Board in June 2016 and an audit around vulnerable adolescents has also been scheduled by the Learning and Improvement Group for later in the year.

Agree and implement an annual audit programme:

During 2015/16 multi-agency audits were completed in relation to Child Protection cases where domestic abuse was known and an audit in relation to

Child Sexual Exploitation cases. Learning points identified from both these audits have been translated into multi-agency action plans which are now being implemented and monitored through the Learning and Improvement Group. The next multi-agency audit which will focus on neglect is due to be completed in June 2016.

Agree a performance framework that provides data and intelligence that supports partners in identifying and addressing these performance issues:

The LSCB performance framework has been reviewed and strengthened to include:

- Domestic abuse, mental health and substance misuse;
- Child sexual exploitation including missing children;
- Looked after children
- Homeless families and homeless 16-17 year olds

The framework is monitored by the Board and its sub-groups quarterly enabling the board to challenge partners' performance on a regular basis.

Priority 2 – Ensure the effectiveness of safeguarding and early help support to children living in vulnerable families

Review the early help offer, evaluating the effectiveness and impact of early help to vulnerable young people by hearing children and young people's voices that receive these services:

Measures to help monitor the performance of early help services are included within the LSCB performance framework and are reviewed on a quarterly basis by the Performance Sub-Group and the Strategic Board. A report detailing the work undertaken throughout the year in relation to early help was presented to the Strategic Board in September 2015 enabling the board and its members to evaluate the effectiveness and impact of local early help services. The Board received the following updates:

In the last 6 months:

- 40% of all incoming enquiries (2,871) were dealt with by Early Help
 - 54 EHAs received as step down / access to Early Help
 - 101 requests for Early Help services were received from social work teams
 - 721 Early Help Assessments (EHAs) were received from the community
 - 1995 families/professionals offered immediate info and advice
- 12% of all contact and referrals (550) ended up with Early Help
 - In 406 cases support through Early Help was progressed
 - In 134 cases further Information and Advice was offered
 - In only 10 instances was Early Help Support declined by families

Getting out to families and getting Early Help support in place – since Nov 2014: (some examples of the work carried out by the service)

- 102 referrals received, most of them direct from the Hub
- Families are contacted within 48 hrs and visited within 10 working days
- 60 Early Help Assessments completed with families
- Over 225 contacts with families – home visits, one to one work, support at Team Around the Child meetings
- Varied work – domestic abuse, adolescent neglect, children with long standing illness and disabilities/Special Education Needs, self harm, sexual abuse/assault and housing and poverty
- One week visiting a mother fleeing domestic abuse in a local Bed & Breakfast to deliver a food parcel and to see what support was needed
- Next week supporting a young person following a disclosure of sexual abuse

Working with professionals in the community to get Early Help in place:

- 4 Locality Co-ordinators in place since Nov 14 with oversight of 1705 open Early Help Assessments – 1210 managed by Lead Professionals in community, and the rest by Lead Professionals from within Central Bedfordshire Council.
- In an average month the team:
 - Broker support for over 100 EHAs
 - Attend 29 Team around the Child meetings
 - Meet with 25 professionals to talk about the Early Help process
 - Support 16 professionals to complete EHAs
- 720 EHAs closed this year– in May 2015
- 76% of closed cases were due to needs being met

Social work expertise and patrolling Early Help thresholds:

- Currently one Team Leader and 2 Early Help Practice Advisors are in place.
 - Supporting practice in working with families with higher levels of need not meeting thresholds for social care, but are still in the community
 - Supporting cases not meeting threshold for intervention following Assessment
 - Supporting cases stepping down from Family Support Teams
- In an average month the team:
 - Offer continuous consultation and advice to both Child Poverty and Early Intervention, Social Work teams and professionals in the community e.g. schools
 - Support quality case management and discussions e.g. children's centres
 - Attend 20 Team Around the Child meetings where there are complex family situations
 - Support 9 step down discussions (up to March, and over 18 since April 2015)
 - Support 3 discussions as to whether step up is needed.

Review the Looked After Children Annual Report:

The Annual Report for Looked after Children was reviewed by the Strategic Board in January 2016, when the Board noted that key measures relating to looked after children had improved since the last annual report. There was further lines enquiry/follow up requested which was presented to the Board in June 2016. Further information relating to the 2015/16 Annual Report can be found in the Looked After Children Section of this report which starts on page 8.

Understand and raise awareness of private fostering:

Awareness of Private Fostering has been raised amongst partners and new cases were reported throughout the year, however numbers remain low and therefore work to continue promoting the awareness across the partnership of private fostering will continue. New leaflets to further raise awareness with partners and the public are now being produced.

Understanding the issues of homelessness for children in Central Bedfordshire and the support provided to parents:

This is on track as the performance framework includes a comprehensive suite of measures in relation to homelessness which is routinely monitored on a quarterly basis. There is also an action plan around this issue managed by the Housing Services Team, a progress update of this plan is due to be presented to the Strategic Board in June 2016, which is in line with timescales set within the Business Plan.

There has been a general increase in the number of homeless households in the last few years. Data shows that the number of approaches to Housing Solutions by homeless families with children has averaged 162 in each quarter of 2015/16 with Central Bedfordshire Council accepting a duty to house on average of 23 families each quarter. Although some families are housed in B&B accommodation, the action plan aimed to minimise the length of stay in B&B accommodation and numbers at the end of each quarter in this type of accommodation were low during 2015/16.

Priority 3 – Ensure the effectiveness of the Board and its Partners

Joint Targeted Area Inspection

The multi agency response to the way in which vulnerable children are protected was subject to additional scrutiny during 2015/16. In March 2016 Ofsted, the Care Quality Commission, HMI Constabulary and HMI Probation undertook a joint inspection of the multi agency response to abuse and neglect in Central Bedfordshire. This inspection included a ‘deep dive’ focus on the response to child sexual exploitation and those missing from home, care or education.

Details of the inspection outcome (including key strengths and areas for improvement) can be viewed here:

<https://www.gov.uk/government/publications/joint-inspections-of-child-sexual-exploitation-and-missing-children-february-to-august-2016>

A case study of highly effective good practice was included in the inspection findings which noted the co-location of Early Help services, the Missing,

Homeless and Child Sexual Exploitation teams as a significant strength resulting in effective information-sharing and joint work.

At the time of preparing this report, the local authority is co-ordinating the proposed actions in response to the findings.

Keep the governance of the LSCB under review to ensure the two key statutory objectives are being delivered:

During the last year, the Board has developed and implemented a new structure of sub-groups (Please see Appendix B for a copy of the Structure Chart); the structure now includes the following:

Core Business Group which acts as an Executive Group to the Strategic Board, meeting in between Board meetings and driving forward the business plan and monitoring its progress.

Learning and Improvement Group, which is responsible for carrying out multi-agency audits and taking forward improvement action plans, reviewing single agency audits and monitoring the implementation of single agency section 11 audit recommendations/actions.

Training and Development Group, that is responsible for implementing the annual LSCB training programme and developing new training courses when required, along with evaluation and monitoring the impact of training activities.

Performance Group, that is responsible for monitoring the LSCB's performance scorecard and highlighting to the board areas of improved performance or areas where performance has dropped and further information or assurance is needed.

Voice of the Child Group, which is responsible for reviewing, creating, actioning and recommending processes for ensuring that the Voice of the Child is heard in a timely, effective and appropriate manner.

Pan Bedfordshire Policy and Procedure group, that is responsible for developing reviewing and updating the Child Protection Procedures in line with new legislation and learning obtained from case reviews and case audits.

Pan Bedfordshire Child Sexual Exploitation and Missing Children Strategic Group, that has been responsible for developing a Pan Bedfordshire CSE strategy which has now been signed off and is in the process of being implemented, taking forward the development of a CSE Profile and action plan and implementing a CSE Communications Strategy.

The Board has also developed a joint working protocol to outline the working relationships between the following local partnerships/boards:

- Health and Wellbeing Board
- Children's Trust Partnership
- Adult Safeguarding Board
- Community Safety Partnership

A copy of the protocol can be viewed by clicking [here](#). The Chair of the Board also has regular Joint Chair meetings with the Chairs from the other strategic boards to ensure work around cross cutting priorities is joined up. The Board managers also meet regularly to support this work and deliver joint approaches to shared priorities.

The Strategic LSCB Board has also developed and agreed a constitution for the LSCB.

The Learning and Improvement Framework drives improvement in practice and outcomes for children:

The LSCB has a Learning and Improvement Framework in place which sets out how learning will be obtained through:

- A comprehensive performance framework with a wide range of measures with developing analysis and commentary
- An innovative multi-agency audit toolkit which delivers learning on the day and an audit programme linked to Board priorities
- Section 11 audits by single agencies
- Learning from single agency audits
- Learning from case reviews considered through the Case Review Group and facilitated learning events to embed the lessons
- Learning through the Training and Development Programme
- Learning from the Child Death Overview Panel
- Inspection reports

Implement training strategy and evaluate impact:

The LSCB has a Training and Development Strategy in place that outlines how the LSCB will implement, evaluate and monitor the effectiveness of its training. Throughout the year training on specific topics such as Female Genital Mutilation has been developed through a task and finish group. Further information around the training which has been carried out throughout the year can be found within the training strategy section of this report which begins on page 21.

Develop, review and revise policies and procedures to ensure they are fit for purpose, up to date and effective:

The Pan Bedfordshire Policy and Procedure Group has now been set up to ensure there is a robust approach to reviewing and ensuring the online child protection procedures are up to date in line with any changes in legislation and learning from case reviews and audits.

Ensure that the workforce and people living in Central Bedfordshire know how to keep children and young people safe:

Raising awareness of safeguarding priorities remained a key priority during 2015- 2016.

The key actions within the CBSCB Communications Strategy (Sept 2014) continued to be delivered and remain under review during 2015-16 and actions included:

- Launch of the Board's new website which continues to receive positive feedback.
- The publication of LSCB Essentials continued which is always well received.
- The 'what's new' section of the website continued to communicate national research and local lessons
- The Voice of the Child subgroup provided feedback on the Board's new website.
- Hit rates were reported to Performance subgroup and showed increased activity following the summer CSE campaign.

Update around work with schools and other educational establishments:

Bedfordshire Police continues to work in schools and other educational settings and once again this years work has mainly focussed on digital safety (unwanted contact, cyberbullying and self-generated indecent images), Child Sexual Exploitation, gangs and weapons, personal safety and around the PREVENT agenda (Counter terrorism and domestic extremism).

In addition Bedfordshire Police has been working towards a [new national strategy for policing of children and young people](#)

The strategy focuses on four priority areas

- a) Stop and search
- b) Looked after Children (Children in care)
- c) Detention, custody and the criminalisation of children and young people
- d) The relationship between young people and the police

In relation to the digital safety between April 2015 and March 2016 Bedfordshire Police has delivered inputs across Bedfordshire to:

- 20 630 Children and young people (14,084 primary children and 6,546 secondary school age children). This brings the total number of children and young people in Bedfordshire who had had a cyber-safety input since September 2011 to 90,720
- 45 parent/guardian sessions have been run across the county with around 1,500 attendees
- 18 sessions have been run for professionals who work with children and young people i.e. social workers, youth workers, school staff

Specific work has also been undertaken to look at the Bedfordshire Police policy and procedures around peer-to-peer self-generated indecent images as the amount of incidents around this issue called into force has increased notably alongside the age of individuals involved dropping dramatically. This includes additional training for police control room staff around cyber related incidents involving children and young people.

Day to day support to schools and other educational settings has continued with a range of specific incidents including weapons in schools, drugs in schools, violent incidents, sexual offenses, hate crimes and numerous low level digital based incidents.

Bedfordshire Police continue to hold a half termly school liaison meeting predominantly aimed at upper and secondary schools (and educational equivalents). The meeting gives attendees an opportunity to receive a briefing on the incidents the local community teams have been responding to around children and young people as well as an opportunity to discuss and raise any concerns they may have that police can support them with. This meeting has been very useful in identifying early vulnerabilities in individuals and has allowed partnership working to tackle specific community youth related issues.

Workshops to raise awareness of Prevent (WRAP) have been delivered to all staff in 31 schools across the county.

Three PROJECT GRIFFIN sessions were also held across the county and gave an opportunity for 170 key staff from schools and other educational establishments across the county to have a three hour input from the Eastern Counter Terrorism Intelligence Unit to give up-to-date advice on

- Current threat levels
- How to recognise and respond to suspicious packaging
- Thinking about dealing with certain types of counter terrorism incidents and emergencies
- Identifying insider threats and how to protect establishments.
- Understanding hostile reconnaissance and how to report it
- Looking at lockdown and evacuation procedures.

Once again Bedfordshire Police supported each local authority with the Alter Ego performance of Chelsea's Choice which focuses on Child Sexual Exploitation. A number of officers attended each performance and were able to support young people who wanted to make a disclosure following the performance.

In addition Bedfordshire Police commissioned Solomon Theatre Company to deliver their Skin Deep performance at six schools across the county (two of which were from Central Bedfordshire). The input tells the powerful and moving story of two teenage girls who are attracted to boys from rival gangs and focuses on the role of myths in creating a culture of fear, the reasons for the existence of gangs and extremist behaviour, the consequences of carrying knives and the nature of intolerance and prejudice. Ultimately, the aim is to challenge thinking and change attitudes, giving young people the confidence and self-belief they need to become active citizens in their local communities.

A specific Twitter account focussing on the work of Bedfordshire police with children and young people has been launched. @YouthBedsPolice provides followers resources for professionals as well as promoting good practice and giving details of some of the work the force undertakes. To date the account has sent out 2109 tweets and has 851 followers.

An innovative competition was launched for schools alongside the Eastern Region Special Operations Unit (ERSOU), British Computing Society (BCS) and Cranfield University giving young people and opportunity to produce an online game focussing on online behaviour and security.

A specific stream of work focussed on hate crime with schools receiving a hate crime input and officers and staff working with vulnerable young people encouraging them to report any incidents directly. A youth hate crime conference was also held in the county with representatives attending from Central Bedfordshire schools.

Bedfordshire Police had also undertaken a number of specific operations during the year which have directly involved schools and other educational establishments:

- Operation Spectre (Knife crime)
- Operation Tinwald (Counter terrorism and domestic extremism)
- Operation Meteor (ASB around mini motos)
- Operation Fuchsia (Psychoactive substances)
- Operation Boson (Gangs and guns)
- Operation BigWing (Engagement)
- Operation Avicenna (Gangs)
- Operation Ayrshire (Halloween related ASB)
- Operation Hematite (CSE)

Work has continued with supplementary schools specifically around the Tamil, Muslim, African Caribbean, African and Polish communities with officers attending their settings and delivering key messages to the young people attending whilst using the opportunity to engage with them and build positive relationships (again several of these locations have been within Central Bedfordshire).

The work that Bedfordshire Police undertakes in schools and other educational settings was featured in the BBC one Crimewatch Roadshow programme during the summer.

The police's work in schools was also featured in the Times & Citizen newspaper at the end of November 2015.

The Learning and Improvement Framework drives improvement in practice and outcomes for children.

The Learning and Improvement framework was strengthened and developed during 2014/2015 in line with national drivers and continued to be implemented during 2015/16 and included:

- A comprehensive performance framework with a wide range of measures with developing analysis and commentary
- An innovative multi-agency audit toolkit which delivers learning on the day and an audit programme linked to Board priorities
- Learning from single agency audits
- Learning from case reviews considered through the Case Review Group and facilitated learning events to embed the lessons
- Learning through the Training and Development Programme

A further revised Learning and Improvement Framework was agreed by the Board in March 2016.

Implementation of the Training and Development Strategy and evaluation of impact:

The Training and Development Strategy is monitored quarterly and the model for assessing effectiveness of learning and development as agreed in the Training and Development Strategy is as follows:

- Reaction - end of day satisfaction - Feedback evaluation Trainer – Online evaluation, post training
- Learning – 28 days after the training a dip sample of workers across all agencies will be identified to secure feedback on the learning from the training through an online survey. This might for example be driven by the need to assess new training provision or a new trainer.
- Behaviour - 1-3 months after the training a sample of workers will be interviewed by telephone to evaluate the impact the training has had on their behaviour, skills and practice.
- Results - 6 months after the training a sample of managers who have had workers attend training will be interviewed by telephone to assess the impact on practice and performance

Regular observation of course delivery, with focus on new training/trainers and training that has been updated or refreshed.

Key performance measures show that at the end of March 2016:

- 74 learning events were delivered to 1934 delegates
- 88.5% of places were filled
- 6 learning events were cancelled
- 94% satisfaction with face-to-face learning
- 4196 learners registered to complete an e-learning course and 3784 completed (85.5%)
- 93% satisfaction with e-learning

Courses generally have been full or nearly full with a need to provide additional module 1 and module 2 training to alleviate pressures on waiting lists throughout the year. The LSCB training unit continues to be challenged to ensure a good mix of agencies on training. Quarterly Briefing events have been opened up to larger audiences but have not attracted the number of applications expected. This has been reviewed for 2016/17 and will be offered termly free of charge.

There were 2,175 places offered over 74 courses in total. This is 1,012 more places than was offered in 2014/15. It is estimated that only 8% of places offered remained un-booked.

The newly formed Training and Development Sub-Group provided a section 11 audit return to gain an understanding of the reach and impact of single agency training and additional learning needs not met by the LSCB programme. Unfortunately the audit report was not refined enough to provide the data in a format that was able to be collated and this is being reviewed and developed further for 2016/17 year.

E-learning uptake and completion continues to improve and with new contractual arrangements in place from September 2016, this provided access to unlimited licences for 37 E Learning courses. There were 4,196 registrations and 3,784 completions during 2015/16 compared to 2014/2015 with 2,685 allocations and 2,631 passes. The decision to make E Learning a free to all option has been a welcome and well received arrangement, especially to those who find access to face to face learning difficult. E learning has also been used as pre-learning for the modular and other courses offered.

Satisfaction rates for the Working Together modular training programme continue to remain high. Comments received about the module 2 programme have reflected well on the style of teaching through the evolution of a case study during the day. It has been agreed that a review of the modular training will need to be carried out to refresh content and ensure it is kept up to date.

There has been the development of local pathways for female genital mutilation which supported a highly successful Female Genital Mutilation Briefing event which was held on 26th February 2016 with 268 attendees, 96.75% of available places were taken up. Feedback following the event has been very positive from attendees who were moved by the insight the event gave to this difficult and under-discussed subject.

With the move to a Pan Bedfordshire Training Unit from 1st April 2016, there has been a need to review and restructure the service to meet future needs. Once the new team are established, they will review training activity with a view to improving areas relating to length of delivery, accessibility – types of training offered and range.

Learning from case reviews – Central Bedfordshire Safeguarding Board has a Case Review Group chaired by an Independent Chair and there is an agreed process for referring cases of concern. During 2015- 2016 two new cases were referred to the group and were progressed to Serious Case Reviews. One existing local multi-agency review was also escalated to a Serious Case Review during the year.

Tara's story – This review was ongoing from the 2014/15 period and examined the services provided to Tara and her family. She lived in a neglectful environment for most of her childhood and there is suspicion of sexual abuse. The case was progressing as a multi-agency review, but following clear evidence that she had suffered serious harm, the Case Review Group decided to progress the case as a Serious Case Review.

Bethany's story – Bethany's case was referred to the case review group during 2015/16 following her tragic death. The case was reviewed by the Case Review Group and was also agreed as a Serious Case Review. Bethany lived in a neglectful environment and was cared for by parents with vulnerabilities. The case review is examining the services provided to Bethany and her family and reviewing agencies understanding of the family and their needs.

Nolan's story – Nolan's case was also referred to the Case Review Group during 2015/16 following his untimely death. The Case Review Group reviewed his case and also agreed it was to be carried out as a Serious Case Review. Nolan and his family were known to agencies prior to his death and the review is examining the services and responses provided to them.

Learning from cases is communicated to the children's workforce through Practitioner events led by the Safeguarding Children Board. Bedfordshire Clinical Commissioning Group coordinates and chairs a health wide safeguarding children group and learning from Serious Case Reviews and other multi-agency reviews are discussed and embedded into commissioning arrangements and practice. Learning from national Serious Case Reviews and local reviews have been shared with both General Practitioners and key health providers and incorporated into GP training programmes.

The Child Death Overview Process

The Child Death Overview Panel (CDOP) work continues to be co-ordinated by the CDOP Manager. The post is jointly funded by health and local authority commissioners across Bedfordshire (including Luton) and is hosted by the NHS Bedfordshire Clinical Commissioning Group.

The CDOP function provides a clear interface between the work of health to review child deaths, and improve the public health focus. CDOP continues to report to the LSCB and links with other subgroups to ensure that safeguarding issues are fully addressed and learning achieved to prevent future deaths and improved outcomes.

The Designated Paediatrician for child deaths and the CDOP Manager have a training programme in place to update agencies on process and issues arising from cases. These training sessions are well attended by partners agencies with good evaluations received. In addition the CDOP process is included in Level 3 training on safeguarding for all General Practitioners in Bedfordshire.

In September 2015 the LSCB Board considered the Annual Report of the Child Death Overview Process for 2014/15 which has the following function laid down in statutory guidance:

- Reviewing the available information on all deaths of children up to 18 years (including deaths of infants aged less than 28 days) to determine whether there were any modifiable factors identified
- Collecting, collating and reporting on an agreed national data set for each child who has died.
- Meeting regularly to review and evaluate the routinely collected data on the deaths of all children, and thereby identifying lessons to be learnt or issues of concern.
- Referring to the Chair of the Local Safeguarding Children Board (LSCB) any deaths where the panel considers there may be grounds to consider a serious case review
- Identifying any public health issues and considering, with the Directors of Public Health, how best to address these and their implications for the provision of both services and training.

The 7th Annual Report of the Bedford Borough, Central Bedfordshire and Luton Child Death Overview Panel (CDOP) gave a summary of the deaths reported to the panel during 2014-2015 and analysis of the data and emerging themes for 2009-2015.

During 1st April 2014 to 31st March 2015 the panel met on 9 occasions and completed full reviews on 44 children residing in Bedford Borough, Central Bedfordshire and Luton. These cases were from 2012-2013, 2013-2014 and 2014-2015. There can be a delay to reviewing cases as CDOP is not able to fully review a death until all information is gathered and other processes have been completed such as post mortem reports and coronial inquests.

During the period April 2014 until March 2015 there were 51 deaths reported across Bedfordshire. This is made up of 12 (24%) in Bedford; 26 (51%) in Luton and 13 (25%) in Central Bedfordshire. Unexpected deaths accounted for 13 (25%) in 2014/2015. The number of deaths was 10 % greater than the previous year (46 against 51), but less than each of the previous 4 years.

25% (13/51) of the deaths were unexpected, which was a decrease on the previous year where 39% were unexpected. 66% (34/51) of the children died at local hospitals, 21% (11/51) of the children died outside of Bedfordshire at tertiary centres where these children were receiving specialist care. 12% (6/51) children died either at home or in a hospice. 77% (33/51) of the deaths were in children less than 1 year of age. The CDOP Panel identified modifiable factors of the cases, and these included, smoking, raised maternal body mass index, unsafe sleeping practices, consanguinity and factors related to service provision.

CDOP ensure through awareness raising that midwives are aware of the modifiable factors and are working with Public Health to ensure pathways are in place for pregnant women to promote healthier lifestyle choices. Women with a raised BMI (Body Mass Index) are offered access to information and support to make healthy living choices and weight management in pregnancy. For pregnant women who smoke, access to stop smoking services and campaigns to raise awareness of the risk of smoking in pregnancy are in place.

Learning from single agency audits

Children's Services presented a single agency audit to the Board early in 2015/16 regarding the percentage of single assessments completed within 45 working days of them commencing. The purpose of the audit was to assure the board that the 8-10% not completed within timescales at the time was not due to drift but due to exceptional circumstances.

The following areas were identified as reasons for late assessments

Recording errors:

21 (38.9%) cases had recording errors where a start date had not been entered on the case management system, some had just been missed and others were where Team Managers who did not routinely authorise assessments or were new Managers and did not know of its importance.

On correction this brought the total of late assessments down to 33.

Database Error:

There were 3 (5.5%) examples of errors which are more complex and difficult to resolve and calls have been made to the system provider for corrective action, one is a duplicate and the other two were in time but pulling from an incorrect episode.

This brought the total number of Assessments down to 30.

The following are the reasons for the 30 Child and Family Assessments which were actually late.

Case Complexity:

This was the reason for 15 late assessments 50%, reasons varied for this and included:

- Children on the edge of care
- Complex professional involvement
- Non- engagement
- Complex family situations
- Counter allegations between parents
- Prioritisation

Other difficulties which can lead to delay, although not in this audited sample are new information or incidents within the Assessment process i.e. further Domestic violence incident and/or adult checks reveal something concerning.

Staff competence:

This was evident in 11 late assessments 36.7% which included scenarios from serious human resource process to simple miscounting.

Staffing pressures:

There were 4 late assessments 13.3% due to staff illness or staff leaving.

The Board received assurance that action had been taken to address all the issues raised.

Section 11 audits highlighted the following learning

The greatest confidence in safeguarding effectiveness was within *Standard 5: There is effective training on safeguarding and promoting the welfare of children for all staff working with or, depending on the agency's primary functions, in contact with children and families* where all agencies evaluated themselves as compliant with or exceeding the standard.

There was less confidence in the self-assessment for *Standard 4: Service development takes into account the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families* where only five agencies responded that the standard was met.

Learning from multi-agency audits

During 2015/16 two multi-agency audits were carried out, one in relation to child protection cases which were known to have domestic abuse as a concern/element and the second audit was on cases where there was a concern in relation to Child Sexual Exploitation.

The following learning emerged from each of multi-agency audits and action plans have been developed to take these recommendations forward and are being monitored through the Learning and Improvement Sub-Group.

Learning from multi-agency domestic abuse audit:

- Early help to review how it applies the thresholds for domestic abuse and its response. This is to include communication means with parents who have been identified as a possible victim of domestic violence and abuse
- Professionals to understand the importance and context of historical information relating to previous experience of domestic abuse (by both victim and perpetrator) and its likely impact on parenting in making robust assessments of risk to the child.
- Before cases are closed there is a need to ensure a robust multi-agency pre-birth assessment, which includes consideration of any presenting mental issues or problems in both the mother and those who will be caring for the child.
- Professionals need to be alert to disguised compliance, the potential for minimisation of domestic abuse and the influence perpetrators may have on the engagement by non-perpetrating parents.
- Workers to ensure they seek and record the view and wishes of all children regardless of their age or level of understanding.
- In developing sound child protection plans all professionals need to be alert regarding the possible risks to children and to the non-perpetrating parent in expecting or allowing them to manage contact arrangements for the child.
- The Learning and Improvement group to review the audit tool and guidance to ensure it incorporates the learning from the audit and best practice.

Learning from multi-agency CSE audit:

- In two cases the minutes of a Strategy Meeting or CIN meeting were not received by some partners. Children's Services have reviewed the process and issued further instructions to ensure this always occurs promptly. Partners agree they will chase if there is a delay or omission.
- One young person was felt to have specific learning difficulties that may make it hard for her to understand the work that has taken place on safety and protecting herself. This may mean specialist assessments are required – e.g. psychology.
- Information surrounding a young person can be held on a number of Police computer systems and this can often make it problematic to ascertain the most up to date and accurate picture about that young person. However markers for all young people at risk of CSE is sent to the Force Control room so that risks are known.
- In one case an alert that the young person was subject to a Child

Protection Plan was not added to her hospital record so this information was not available when she presented at A&E. The hospital in question will review their procedure for adding this alert to minimise the risk of this happening again.

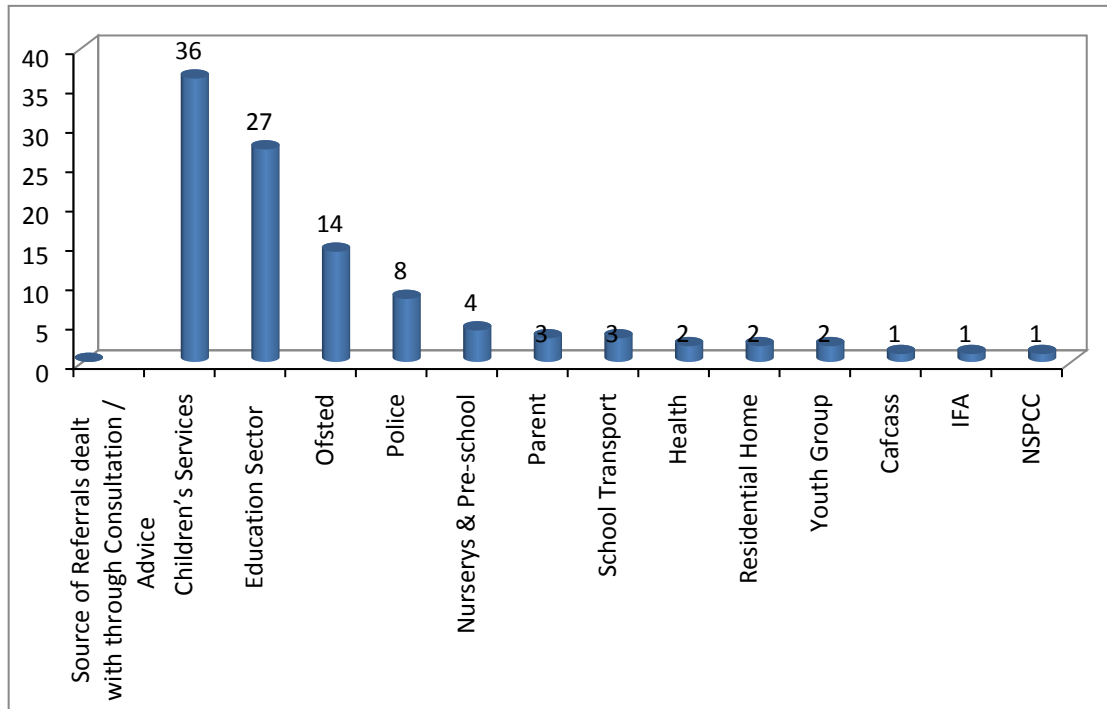
- For 2 young people there was a lack of clarity about their drug use. To some extent this may be inevitable because of reluctance to admit to criminal activity and/or disengagement from professionals, but we need to ensure that suspicions about drug use are shared and young people are referred to appropriate services. We will remind front line professionals that repeat referrals to specialist services are appropriate even when the first referral was unsuccessful, e.g. sexual health or substance misuse services.
- For young people who move address frequently there may be a delay in the new GP receiving records from the previous GP Practice. This appears to be a national issue and more obvious in regards to those looked after children who have a number of short term placements. The constant in this issue is that LAC health reviews are coordinated and collated by the local LAC health team.
- Some young people are challenging to engage or at certain times have been. We need to constantly search for creative and flexible ways of engaging young people.
- The CSE Risk Assessment tool used across many agencies has been recognised as needing improvement. (A new tool has since been launched)

Managing allegations

In September 2015 the Board reviewed the arrangements for the effectiveness and outcomes of allegations management in Central Bedfordshire from April 2014 to March 2015. The annual figures showed an increased referral rate, but with the majority of contacts (57%) continuing to be managed through the provision of advice, demonstrating that cases are being considered at an early stage using proportionality, judgement and expertise.

In 2014/15 there were 182 contacts to the LADO (Local Authority Designated Officer who receives and investigates allegations), compared to 136 the previous year. 104 of the 182 contacts were concerns / consultations and 78 were allegations proceeding to a Joint Evaluation Meeting (JEM). The main sources of referral were Children's Services and schools with other sources set out in the table below.

Source of Referrals dealt with through Consultation / Advice



The referral organisation is the source of the original referral to the Allegations Manager. The Education Sector (schools, special schools, colleges and independent / alternative provision) represents 40% and Children's Services 27% and it is these settings that continue to be the main source of referrals. This reflects the fact that the role of the Allegations Manger is well embedded in practice and the professionals within these services who are in direct regular contact with families and children and so a natural point of initial contact.

Nationally and locally referrals are rarely made by the Health Sector. Those allegations relating to health professionals have been referred in through other sources. The Allegations Manager continues to report any referrals relating to health professionals to the Designated Nurse for Safeguarding Children & Young People in NHS Bedfordshire Clinical Commissioning Group, allowing for cases to be monitored.

The outcomes of the LADO process are set out in the table below:

Conclusion of LADO Process	2014/15	2013/14	2012/13
Substantiated	32	22	19
Unsubstantiated	19	20	19
Unfounded (category removed)	0	7	1
Malicious	0	1	1
Cases not yet concluded	11	7	7
Not Applicable	0	2	2
False	16	4	0

Of those cases referred back to the employer the majority are managed through training, advice and or support. However, where there is a case to answer under gross misconduct, and the outcome is dismissal these cases are referred to the Disclosure and Barring Service. The outcomes of

The outcomes of allegations during 2014/15	
Advice / Support / Training	37
Dismissal	11
Final Written Warning	3
No Further Action	5
Case not concluded	11
Resigned	10
Ceased Trading	1

The annual LADO report for 2015/16 is due to report to the Board in September 2016. This will report on the period 1st April 2015 to 31st March 2016.

The Central Bedfordshire Safeguarding Children Board will be asking Board members to assure the Chair that they have suitable mechanisms in place to identify matters that need to be referred to the LADO.

Learning from national research and guidance on Child Sexual Exploitation

The following key learning from national research and guidance on child sexual exploitation has continued to be communicated through briefings, newsletters and the website:

- Professional attitudes towards children who were being abused and exploited.
- These children were sometimes seen as offenders
- Were often referred to as being either 'promiscuous' or 'prostitutes'
- Children should have been seen as victims. Children do not make informed choices to enter or remain in sexual exploitation, but do so from fear, coercion, enticement or desperation.
- Young people who are, or at risk of being sexually exploited will have varying levels of needs.
- They may have multiple vulnerabilities requiring an appropriate multi-agency response which is effectively coordinated.
- The need for appropriate systems in place to identify victims at an early stage, provide them with the necessary support.
- The need to ensure that perpetrators are identified and held to account.

Review and revise policies and procedures to ensure they are fit for purpose, up to date and effective:

The reviewing of local policies is completed across Bedford, Luton and Central Bedfordshire through a Pan Bedfordshire Policies and Procedure Sub-group. The group takes forward a programme for reviewing and updating procedures throughout the year to ensure they are up to date and in line with government legislation and guidance or changes are made due to learning from case reviews.

During 2015/16 the following procedures were produced as new chapters or updated:

- Female genital mutilation
- Agencies roles and responsibilities
- Safeguarding children who may have been trafficked
- Age assessment information sharing for unaccompanied asylum seeking children
- Safeguarding children and young people against radicalisation and violent extremism
- Neglect

5. Challenges ahead and priorities for 2016 – 2017

The Board has agreed the following priorities for 2016- 2017.

- Priority 1: Ensure children and young people in dangerous settings have faster, easier access to safeguarding support
- Priority 2: Ensure the effectiveness of safeguarding and early help support to children and young people living in vulnerable families
- Priority 3: Ensure the effectiveness of the Board and partners

These priorities include issues being driven nationally in Working Together 2015, such as:

- Understanding the risks to adolescents in a holistic way that supports practitioners in tackling child sexual exploitation and radicalisation
- Hearing the child's voice and ensuring it shapes improvement

For the Board key challenges include:

- Continuing to embed robust and rigorous quality assurance activity and learning that supports the Board's priorities
- Continuing to develop a comprehensive and rigorous performance framework that supports the Board's priorities
- Implementing actions to tackle Child Sexual Exploitation
- Implementing actions to tackle neglect

6. Priorities and key messages about keeping children safe in Central Bedfordshire

Key Messages for all partner agencies and strategic partners:

- Support and champion staff sharing and recording information at the earliest opportunity and proactively challenge decisions that fail to adequately address the needs of children and young people and their parents or carers.

- Make sure that help for parents and children is provided early and as soon as problems emerge so that they get the right help at the right time.
- To ensure that the priority given to child sexual exploitation by the Safeguarding Board is reflected within organisational plans and that partners play their part in the work of the Board's sub-groups.
- To ensure that work continues to address domestic abuse and that the evaluation of the local approach recognises the needs and risks to children and young people.
- To ensure work being undertaken to tackle neglect is evaluated and evidence of its impact on children and young people informs both strategic planning and service delivery.
- To ensure that substance misuse services continue to develop their role in respect of safeguarding children and young people and that greater evaluation is undertaken in regard to the links between parents and carers' substance misuse and the high number of children and young people at risk of significant harm.
- To focus on young people who may be at risk and vulnerable as a result of disabilities, caring responsibilities, radicalisation and female genital mutilation.
- Make sure that young people going into Adult Services for the first time get the help they need and that there is clarity about the different processes and timescales involved.
- Partner agencies commissioning and delivering services to adults with mental health issues need to ensure mechanisms are in place to enable monitoring and reporting of their performance in respect of safeguarding children and young people.
- To ensure that performance information is developed, collected and monitored and that this is provided with a narrative that helps everyone understand how effective safeguarding services are.

Key Messages for Politicians, Chief Executives, Directors:

- Ensure your agency is contributing to the work of the Safeguarding Children Board and that this is given a high priority, which is evident in the allocation of time and resources.
- Ensure that the protection of children and young people is considered in developing and implementing key plans and strategies.
- Ensure your workforce is aware of their individual safeguarding responsibilities and that they can access LSCB safeguarding training and learning events as well as appropriate agency safeguarding learning.
- Ask how the voice of children and young people is shaping services.

- Ensure sure your agency is meeting the duties of Section 11 of the Children Act 2004 and that these are clearly understood and evaluated.
- Keep the Safeguarding Children Board informed of any organisational restructures so that partners can understand the impacts on our capacity to safeguard children and young people in Central Bedfordshire.
- Ask questions about ethnicity, disability, gender to ensure strategic planning and commissioning is sensitive to these issues.

Key Messages for the children and adult's workforce:

- All members of the children's workforce, from all agencies and the voluntary sector, should use safeguarding courses and learning events to keep themselves up to date with lessons learnt from research and serious case reviews to improve their practice.
- All members of the children's workforce, both paid and voluntary, should be familiar with the role of the LSCB and Central Bedfordshire child protection procedures. All members of the children's workforce should subscribe to the Central Bedfordshire Safeguarding Board website and visit it regularly to keep up to date www.centralbedfordshirelscb.org.uk
- Ensure that you are familiar with and routinely refer to the Board's Threshold document and assessment procedures so that the right help and support is provided and that children and young people are kept safe.
- All members of the children's workforce should be clear about who their representative is on the Central Bedfordshire Safeguarding Children Board and use them to make sure the voices of children and young people and front line practitioners are heard.

7. Governance and accountability

What is the Central Bedfordshire Safeguarding Children Board?

The Central Bedfordshire Safeguarding Children Board is a statutory partnership for agreeing how the relevant organisations in Central Bedfordshire will work together to keep children safe and promote the welfare of children – making sure this work is effective.

The work of the Safeguarding Board in 2015 -2016 was shaped by statutory guidance in Working Together 2015. Our objectives are to co-ordinate and monitor the effectiveness of partners in delivering improved outcomes for children and young people. We will do this by:

- developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority;
- communicating the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
- monitoring and evaluating the effectiveness of what is done by partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve;
- collecting and analysing information about child deaths;
- participating in the planning of services for children in the area;
- undertaking reviews of serious cases and advise Board partners on lessons to be learned; and
- publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Central Bedfordshire.

The Board meets four times a year and has a membership made up of representatives from all statutory partners and others concerned with safeguarding children. During 2015-2016 membership of the Board was enhanced with new lay and education members.

Board membership

Independent Chair

CAFCASS (Children and Family Courts Advisory and Support Service)

Bedfordshire Clinical Commissioning Group

Local Authority, including Adult Services, Children's Services and Public Health

Bedfordshire Youth Offending Service

Bedfordshire Police

Luton and Dunstable NHS Foundation Hospital

Bedford Hospital NHS Trust

BeNCH

National Probation Service

3 lay members

NHS England

Education, including schools and the local college

East London Foundation Trust

South Essex Partnership Trust

NHS Bedfordshire Clinical Commissioning Group

Representation from the Voluntary Sector (Voluntary Organisations for Children, young people & families, VOCypf)

The Board and its sub groups continue to experience good attendance and representation across most partners. See Appendix B for a list of Board Members.

The Board's arrangements and structure

The Strategic Board is supported by a number of sub-groups that support it to deliver the priorities in the Business Plan. The Board's core business was managed through the Core Business Improvement Sub Group in 2015-2016.

Key learning in relation to case reviews was managed through the Bedfordshire Child Death Overview Panel and the Central Bedfordshire Case Review Group.

Child sexual exploitation was managed through the Bedfordshire Child Exploitation Strategic Group and the Bedfordshire Child Sexual Exploitation Panel.

Revised governance arrangements to enhance the capacity of the Board were established during 2015-2016 and these included the following new sub groups:

- Core Business and Improvement Group
- Learning and Improvement Group
- Training and Development (joint with Bedford)
- Performance Group
- Child's Voice.

Key relationships

The Central Bedfordshire Safeguarding Children Board has during 2015-2016 continued to work with the Chairs and Boards of the following partnerships to support effective joint working in line with the local joint protocol arrangements:

- Central Bedfordshire Children's Trust
- Central Bedfordshire Health and Wellbeing Board
- Adult Safeguarding Board (Joint for Central Bedfordshire and Bedford)
- Community Safety Partnership

The Central Bedfordshire Safeguarding Board's Independent Chair is a member of the Children's Trust and presents the Board's Annual Report to the Children's Trust outlining any safeguarding challenges and any action required from the Children's Trust. The Annual Report of the Safeguarding Children Board is also presented to the Health and Wellbeing Board.

Financial arrangements

Working Together 2015 states that the Annual report should list the contributions made to the LSCB by partner agencies showing what the LSCB has spent, including Child Death Reviews, Serious Case Reviews and other specific expenditure such as learning events. All LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) and members are required to share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

Board partners contribute to the Central Bedfordshire Safeguarding Children Board by providing resources in kind and the following financial contributions:

Business Management Function Income:

Partner contribution 2015/16	Amount
Central Bedfordshire Council	54,680.29
Bedfordshire Clinical Commissioning Group	36,559.04
Bedford Hospital	
Luton and Dunstable Hospital	
NHS England	
SEPT	
Bedfordshire Police	13,903.14
Bedfordshire Probation Partners	3,040.00
CAFCASS (nationally agreed contribution)	418
Total Income	108,600.47

Business Management Function Expenditure:

Expenditure Description	Amount
Staffing - Business Manager and Administrator	47,749.79
Interim Business Manager	96,817.50
Travel and Subsistence (Permanent Staff)	119.80
Independent Chair - Board	26,046.35
Independent Chair – Case Review Group	5,040.00
Subscriptions – Chronolator (tool for managing case reviews)	999.00
Venue Hire	723.80
Staff Advertising	197.34
Printing and Postage	1,108.23
Website Hosting	108.37
Total Expenditure	178,910.18

Training and Development Function Income:

Income Source	Amount
Bedfordshire Police Authority	4,390.47
CAFCASS	132.00
NHS Bedfordshire	11,544.96
Probation Partners (Pending)	960.00
Central Bedfordshire Council	17,267.46
Carry forward from 2014/15	63,517.01
Bedford Borough Safeguarding Board	34,433.00
Course sales and contributions	64,437.50
Total Income	196,682.40

Training and Development Function Expenditure:

Expenditure Description	Amount
Staffing - Training Commissioning Manager and Administrator	78,143.92
Travel and Subsistence	336.15
Venue Hire and Catering Supplies	20,355.49
Trainers	34,439.13
E-Learning Licences	21,526.50
Training Supplies	891.52

Total Expenditure	155,692.71
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Serious Case Reviews

£13,238.24 was in held in reserve by the LSCB for Serious Case Reviews at the beginning of 2015-16. During the year three serious case reviews were initiated (and are all towards the end of completion) and therefore total spend on SCR's for 2015-16 was £31,858.41. An additional contribution of £15,272.00 was received from partners to contribute towards these SCR costs, and therefore the final deficit against the SCR budget was £3,348.17. These additional costs were met by Central Bedfordshire Council.

Child Death Overview Process (CDOP)

The CDOP arrangements are managed across Bedfordshire and Luton by the Bedfordshire Clinical Commissioning Group. The CDOP manager's post is hosted by Bedfordshire Clinical Commissioning Group (BCCG) and this post is line managed by the Designated Nurse for Safeguarding Children & Young People. The following partners make the following financial contributions to managing this function:

Income Details		Expenditure Details	
Bedford Borough Council	£ 6,714.00	CDOP manager post	£33,570.00
Bedfordshire Clinical Commissioning Group	£ 6,714.00		
Central Bedfordshire Council	£ 6,714.00		
Luton Borough Council	£ 6,714.00		
Luton Clinical Commissioning Group	£ 6,714.00		
Total	£33,570.00		£33,570.00

8. Conclusion

This report has provided an assessment of the effectiveness of local arrangements to safeguard and promote the welfare of Central Bedfordshire's children. It has evidenced that safeguarding activity is progressing well locally and that the Central Bedfordshire Safeguarding Children Board has a clear consensus on the strategic priorities for the coming year as articulated in the CBSCB Business Plan 2015/16 – 2017/18

The CBSCB has worked well in fulfilling its statutory functions under the revised Working Together to Safeguard Children (2015). Statutory and non-statutory members are consistently participating towards the same goals in partnership and within their individual agencies

The work of the Safeguarding Board during this reporting period was shaped by statutory guidance in Working Together 2015. Our objectives will continue to co-ordinate and monitor the effectiveness of partners in delivering improved outcomes for children and young people. We will do this by:

- developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority;
- communicating the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
- monitoring and evaluating the effectiveness of what is done by partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve;
- collecting and analysing information about child deaths;
- participating in the planning of services for children in the area;
- undertaking reviews of serious cases and advise Board partners on lessons to be learned; and
- publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Central Bedfordshire.

Our aim year on year is to make sure that children in Central Bedfordshire are best protected from harm. This can only be achieved through ensuring the right systems are in place, that agencies work well together for each individual child and family and we develop our learning culture. We need to be constantly reflecting whether children in the area are safe and, if not, what more can be done to reduce incidents of child maltreatment and intervene when children are at risk of suffering significant harm. We will continue to raise awareness within our local community that safeguarding children is everybody's business.

Appendix A – Monitoring key learning and challenges and the impact of actions taken as a result

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
Not enough capacity in the current arrangements to deliver the work needed	<p>Established a number of new sub groups to deliver the work of the Board</p> <ul style="list-style-type: none"> • Core Business and Improvement Group • Performance Sub-Group • Learning and Improvement Sub-Group • Voice of the Child Sub-Group <p>Including Pan Bedfordshire Groups</p> <ul style="list-style-type: none"> • CSE and Missing Strategic Group • Policies and procedures • Training and Development (joint with Bedford) • FGM T&F Group • Harmful Sexual Behaviours T&F Grp 	<p>At the end of Quarter 4 2015/16 all of the 3 priorities within the 2015/16 Business Plan were graded as green with work well underway for completing actions within the last outstanding priority.</p> <ul style="list-style-type: none"> • A new CSE Strategy has now been produced and is being implemented • A work plan for continually reviewing the policies and procedures has been produced and work is ongoing • A programme of multi agency training has been implemented and learning from SCR's disseminated through multi-agency briefing sessions • A pathway for FGM referrals has been developed and implemented • Harmful Sexual Behaviours procedure reviewed
ICPC's in 15 days were included in the performance framework and it was established that performance was poor – only 70% being held in 15 days	<p>An audit was completed for the timeliness of ICPC's and found that:</p> <p>Change in staff</p> <p>It was acknowledged that the change in staff members, both in the frontline teams and also at Management level is likely to have impacted on the increase in cases delayed. This is due to the use of Mosaic being embedded into practice. The process for notifications has also been reviewed and substantially streamlined.</p>	<p>Performance has improved throughout the year and performance by quarter 4 was at 100%. (The overall performance rate for the year was 82% due the lower performance earlier in the year)</p> <p>Children are safer if initial child protection conferences are held quickly.</p>

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
	<p>Actions completed:</p> <p>Streamlined process to avoid duplication - Where all professionals at the Strategy Discussion recommend an ICPC an 'early notification' email is sent to CRS. The S47 investigation must continue but the process of organising the conference can begin. If the need for a conference is not felt to be warranted, at conclusion of S47, the conference would be cancelled.</p> <p>The Child and Family Assessment should include the Strategy Discussion and S47 Investigation as part of the Assessment document rather than completing three stand alone documents. The three documents continue to be completed within individual set timescales but together make the whole assessment which reduces duplication of key information and analysis.</p>	
Children on a child protection plan for more than 2 years –		Performance has improved and at the end of Quarter 4 2015/16 there were only 4 children who had been on a plan for 2 years or more. This has been an improvement from 3.9% in Quarter 1 to 1.8% in Quarter 4.
The percentage of care leavers in education, employment or training was 50% at the end of Quarter 1 – 2015/2016 which was below the	The Board challenged this level of performance which led the service to making changes in the way in which it contacted care leavers and making improvements to the recording of care	Performance has continued to improve throughout the year and by Quarter 4 2015-16 70% of care leavers were in education, employment or training.

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
target of 65%	leaver activity.	
The Percentage of assessments completed within 45 working days – the Board challenged the timeliness and target of 90%	An audit of all late assessments was completed and the findings were that assessments had been late due to several reasons including issues with recording and data errors, case complexity, staff competency and staffing pressures.	The 2014/15 end of year outturn for this measure increased to 96.7%. At the end of Quarter 4 2015/16 performance was at 92%
The local Threshold Document and assessment framework was not fit for purpose and needed to be reviewed and refreshed.	A multi-agency working group was set up to review and rewrite the Threshold document which now has a renewed focus on early help.	In March 2014 referrals that led to the provision of a social care service was at 82.5% and at March 2015 it had increased to 86.7%. At the end of March 2016 performance was at 85.9% evidencing that professionals know when to refer children for help and are making appropriate referrals.

Monitoring key learning and challenges and the impact of actions taken as a result

Issue	Actions taken	Impact/outcomes
<p>Measure 22: The percentage of children who became the subject of a child protection plan during the year who had previously been the subject of a child protection plan has missed its range target of 9-15% and quarter four performance is 18.3%. The RAG status is now RED.</p>	<p>All repeat child protection plans are audited by the Conference chair and operational manager based on an evaluation of risk and need. The overview analysis of the 2013/14 audits identified a number of significant factors, but no single cause. Neglect and domestic abuse are both prevalent in this group. Social Care Managers are leading work to further develop practice in these areas.</p> <p>An overview analysis will be undertaken of the 14/15 audits following their completion in April. This will give particular focus to those coming back onto plan after a short interval which is of greatest concern. It is proposed that Board members review the audit of these cases to understand the performance and any learning that arises.</p>	<p>The outturn 2015/16 figure was 15.7% and therefore performance had improved and moved to an Amber RAG status.</p>

Monitoring key learning and challenges and the impact of actions taken as a result

Issue	Actions taken	Impact/outcomes
<p>Measure 47: At the end of March 2015 there were 76.3 per 100,000 admissions for substance misuse in Central Bedfordshire. This is a decline in performance from 54.7 in 2014. The best performance in England is 22.8 and the average is 81.3 per 100,000.</p>	<p>Data analysts are currently undertaking a detailed exercise to identify the evidence behind the rise in rates, in order to determine solutions that will address the causes with a greater degree of certainty. Previous examination of local practice has identified some concerns regarding the accuracy of data recorded in hospital contexts, which may influence a rise in the rates.</p> <p>The CAN Children and Young People’s service (drug and alcohol service provider) will continue to focus on drug and alcohol prevention work with young people in a range of settings, including those young people who are most vulnerable, e.g. looked after children. Referral rates (for treatment) to the service for young people identified with drug/alcohol problems continue to be very low, including from the hospital so work is taking place to ensure that young people identified as needing hospital treatment for drugs and or alcohol are effectively referred to the drug and alcohol service in order to address their misuse problems and prevent future hospital admission.</p>	<p>We are currently awaiting the March 2016 figure which is an annual measure.</p>
<p>Measure 48: At the end of March 2015 there were 367.9 hospital admissions (per 100,000) as a result of self-harm (10-24 year olds). This is a decline in performance from 280.1 in 2014. The best performance in England is 119.1 and the average is 412.1. The reasons for the overall</p>	<p>Ongoing work that will impact on self-harm, early intervention and treatment includes:</p> <ul style="list-style-type: none"> c. The new School Nursing Service Emotional and Behavioural Management Pathway provides immediate support to children and young people with emotional difficulties. The majority of attendees in Central Bedfordshire attend 	<p>PSHEU survey results</p> <p>4% (53 pupils) of younger pupils and 4% (115 pupils) of older pupils/students responded that they are ‘not at all’ happy with their life at the moment.</p> <p>75% of younger pupils responded that</p>

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
increase in admissions are unclear but may be partly explained by apparent decline in young people's emotional wellbeing locally (SHEU Survey 2014).	<ul style="list-style-type: none"> for issues related to relationships, bullying and mental health. d. The development of a Child and Adolescent Mental Health (CAMH) strategy for Central Bedfordshire. e. The recent re-procurement of drug and alcohol services, which work with some of our most emotionally vulnerable young people to tackle underlying reasons for substance misuse. f. The re-procurement of CAMH services across Bedfordshire (Bedfordshire CCG with support from Public Health). A single-provider integrated Tier 2 and Tier 3 service with a Single Point of Access g. An emotional wellbeing survey is being commissioned by Public Health and will be completed by pupils in years 4, 6,8,10 and 12 across Central Bedfordshire schools in October 2015. The survey will provide a better understanding of the scale, causes and solutions to the problem and will inform future service delivery. 	<p>they are 'quite a lot' or 'a lot' (online 'very much') happy with their life at the moment.</p> <p>70% of older males and 50% of older females responded that they feel at least 'quite' happy with their life at the moment.</p> <p>24% of younger pupils and 22% of older pupils/students had a med-low self-esteem score (up to 9).</p> <p>34% and 40% respectively had a high self-esteem score (15 or more).</p>
Initial health assessments for looked after children should be completed within 20 days and currently only 16% are being completed in timescales.	In order to meet the 20 day timescale for initial health assessments social work teams have the first 5 days to complete all relevant work, including consents, before transferring the case to the LAC Health Team so that the child can be seen for the initial health assessment in 15 days. In quarter 2, 32 young people came into care. Two young people currently have no appointment recorded as one is out of area and one is in prison. Twenty-five young people's	The performance at the end of Quarter 1 2015/16 was at 14.29%, by the Quarter 4 performance had improved to 61.11%. (The overall average figure for the year was 25% due to the lower numbers earlier in the year).

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
	initial health assessments were out of timescales. The delays appear to be occurring in both social work teams (10 cases) and the LAC Health Team (15 cases). The Head of the Corporate Parenting Service will be addressing the issues with colleagues through the monthly meeting with the LAC Health team.	
Satisfaction rates of the core multi-agency safeguarding training were low and there was also little evidence of impact. Additional feedback was received from the education board member that often the range of experience in the room at training sessions was too broad for the more experienced practitioners.	Representatives from across partner agencies came together to review the course design and content, refreshing content with “Working Together 2015” requirements as required. It was decided to modularise the course into Module 1 and Module 2 - Guidance would support practitioners to engage in appropriate training to ensure those that were new, for example, and operating at the appropriate level only attended module 1 learning initially, with a recommendation to undertake module two when they had advanced their learning experience practically. Doctors, for example would only be recommended to attend module two, as it was considered that the knowledge delivery on day one was not necessary for this level of worker. Other workers, for example, newly qualified social workers would be recommended to attend module one and module two. So, practically the course design was more flexible and created flexibility for the range of attendees.	<p>Following these amendments, the reviews of the course have improved significantly.</p> <p>Example Feedback:</p> <p>Working Together Module One “Online course prior to course was very useful and good to complete beforehand’ ‘Shared knowledge and experience of other agencies which gave a better understanding of how we fit in and can support each child”</p> <p>Working Together Module Two “Really important to see the full picture from the study of case reviews, only then do you see how vital everyone’s input is and how important the sharing of information is”</p> <p>““Feel more competent in responsibilities of my roles and contacting others for professional dialogue”</p> <p>“Would be comfortable contacting organisations”</p>

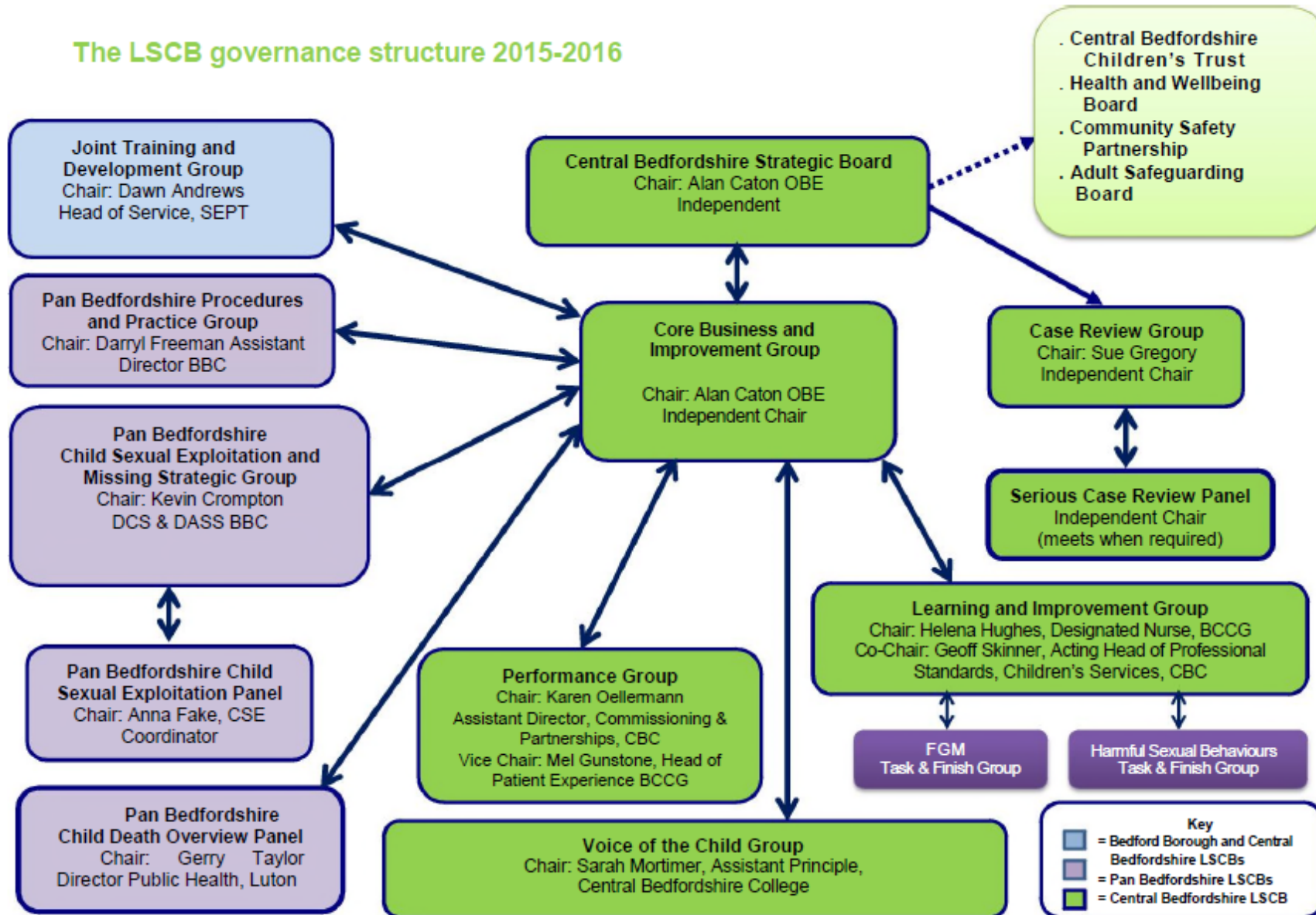
Monitoring key learning and challenges and the impact of actions taken as a result

Issue	Actions taken	Impact/outcomes
		"More confident to do this now"
<p>Children missing from home or care are recognised as a key priority for CBSCB and the links this issue has to CSE. The Board recognises the importance of understanding the significance of missing data and the feedback from return home interviews</p>	<p>The CBSCB received the annual LAC report in January 2016 and sought assurances from partners regarding their approach to children missing from care and also the recording of absent/missing children.</p> <p>The Board also took part in a Pan Bedfordshire Missing and Invisible Children Spotlight workshop so to have a greater understanding of the prevalence of missing children within Central Bedfordshire.</p>	<p>As a result of the spotlight workshop the return home interviews team have changed their recording and data analysis process around return home interviews and now track both the number and percentage of children who take part in return home interviews rather than recording against the number of missing episodes.</p> <p>At the end of Quarter 4 2015/16 the percentage of missing children who had received return home interviews was 64%, which has been reasonably consistent throughout the year.</p>
<p>Children missing from education – The Board challenged the process for following up the whereabouts of children missing from education as it felt is was not clear at what stage the decision to formally report children as missing to the police occurred.</p>	<p>The policy and procedure for children missing from education was reviewed and amended to offer assurance that each child who is missing from education is appropriately tracked and referred through the safeguarding processes when necessary.</p>	<p>Following challenge from the Board the policy and procedure for children missing from education was reviewed and amended to ensure each child is appropriately tracked. An additional member of staff has also now been recruited to further support this area of work.</p>
<p>Child Sexual Exploitation – Partners wanted to better understand the prevalence of CSE with Central Bedfordshire so to ensure local partners were responding to cases appropriately.</p>	<p>Regular updates have been provided to the Board in relation to ongoing investigations and actions.</p> <p>An independent review in relation to Child Sexual Exploitation was carried out for Pan</p>	<p>There has been agreement across Pan Bedfordshire to sign up to delivering 6 key recommendations from the independent review and a CSE Strategy has been developed and is now in the process of being implemented.</p>

Monitoring key learning and challenges and the impact of actions taken as a result		
Issue	Actions taken	Impact/outcomes
	Bedfordshire which led to a reflective practice workshop and has strengthened strategic oversight around this issue.	A CSE Co-ordinator is now in post.
Raising awareness of child sexual exploitation with children, young people and their carers.	<p>As part of a proactive approach to the national CSE agenda the CBSCB commissioned the production of Chelsea's Choice for schools and education settings where age appropriate. (For younger children, a production called looking for Lottie has begun to be rolled out).</p> <p>As part of an ongoing communications campaign leaflets were distributed and articles were placed in the council's community and residents magazines.</p>	6500 young people have accessed Chelsea's Choice and are now more aware of what child sexual exploitation is.
Raising awareness of child sexual exploitation amongst the workforce	<p>Pan Bedfordshire Workshops were held in relation to the recommendations from the independent review.</p> <p>E-learning CSE training rolled out for frontline staff</p> <p>Face to face CSE Events and workshops for staff including teen dating violence workshops.</p>	<p>215 people have completed the CSE e-learning.</p> <p>Approximately 100 Central Bedfordshire Council front line staff attended the CSE Briefing and 84 professionals are now better equipped to support young people as their before and after knowledge rates raised by 35%.</p>

Appendix B

The LSCB governance structure 2015-2016



Appendix C: Board membership 2015-2016

Member	Role and Agency
Alan Caton - OBE	Independent Chair
Alison Harding	Assistant Chief Officer, Bedfordshire Probation
Anne Murray	Director of Nursing, Bedfordshire CCG
Annelisse Hillyer-Thake	Head of Safeguarding, NHS England Central Midlands
Beverley Czyz	Interim CBSCB Business Manager
Brian Storey*	Headteacher, Church End Lower School (School Representative)
Carol Pennington	Senior Service Manager, Cafcass
Cllr Carole Hegley	Executive Member for Children's Services, CBC
Dawn Andrews*	Head of Service, Safeguarding Children, SEPT
Doug De-St-Aubin	Operational Director for BeNCH
Elaine Taylor*	Associate Director of Safeguarding, SEPT
Geoff Skinner	Head of Professional Standards, Children's Services, CBC
Georgie Billin*	Deputy Head Teacher, Harlington Upper School (Schools Representative)
Gerard Jones	Assistant Director, Children's Services Operations, CBC
Helena Hughes	Designated Nurse for Safeguarding Children and Young People in Bedfordshire, Bedfordshire Clinical Commissioning Group
Jan Pearson	Associate Director for Safeguarding Children, East London NHS Foundation Trust
Joan Bailey - CBE	Lay Member
Karen Oellermann	Assistant Director, Commissioning and Partnerships, CBC
Kim McCamley*	Principal, Sandye Place Academy
Linda Bulled	VOCYPF Officer, Voluntary Sector Representative
Linda Hockey*	Lay Member
Linda Johnson	Chief Executive Officer, Home-Start, Central Bedfordshire Voluntary Sector Representative
Lindsey Johnson	Lay Member
Lynda Fitzgerald (LF)	Associate Director of Operations, Women and Children's Services, Bedford Hospital, NHS Trust
Mark Collins	Assistant Chief Constable, Local Policing and Crime, Bedfordshire Police
Nina Fraser	Director of Nursing and Patient Services, Bedford Hospital NHS Trust
Patricia Reid	Director of Nursing, Luton and Dunstable Hospital
Sanhita Chakrabarti (Dr)	Assistant Director of Public Health, Bedford Borough and Central Bedfordshire Councils
Sarah Mortimer	Vice Principle, Curriculum & Strategic Partnerships, Central Bedfordshire College
Sarah Wilson*	Operations Director, East London NHS Foundation Trust
Sharn Basra*	Detective Superintendent, Public Protection Unit, Bedfordshire Police
Nick Bellingham*	Temporary Detective Superintendent, Public Protection Unit, Bedfordshire Police
Stuart Mitchelmore	Assistant Director, Adult Social Care, CBC
Sue Harrison	Director of Children's Services, CBC

Sue Howley - MBE	Lay Member
Vacancy	Service Manager Bedfordshire Youth Offending Service

*LSCB Board Member for part of the year



Contact us...

Për Informacion Per Informazione Za Informacije नगरवारी लष्ठी
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by telephone: 0300 300 6455
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Write to: LSCB Business Manager, Central Bedfordshire Council,
Watling House, High Street North, Dunstable, LU6 1LF



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Central Bedfordshire Council

**Children Services Overview and Scrutiny Committee – Tuesday 18th
October 2016**

**Securing economic, personal and social Success for Young People –
The Youth Support Service annual report (2015/16)**

Executive Member: Cllr Carole Hegley

Advising Officer: Sue Harrison, Director of Children Services

Drafting officer: James Dove, Youth Service Commissioning Manager

james.dove@centralbedfordshire.gov.uk

Purpose of this report

To provide a summary of work managed by the Central Bedfordshire Youth Support Service (YSS), including:

- The responsibilities the YSS has to young people
- The range of services the YSS delivers and manages across Central Bedfordshire
- The current performance of the YSS
- The future priorities of the YSS

RECOMMENDATIONS

The Children Services Overview and Scrutiny Committee is asked to:

1. Consider the findings of the YSS Annual Report for 2015/16 and feedback on current progress
2. Include on the committee forward plan for 2017/18 to receive the YSS Annual Report for 2016/17

Background

1. The Youth Support Service (YSS) directly deliver and manage a range of services with young people across Central Bedfordshire. These services meet a number of statutory responsibilities but also local aspirations of young people. However, there is no one central reporting process for the YSS that captures the range and scope it is involved in on a day to day basis.
2. In response to the above, the YSS has agreed to develop a regular Annual Report. The report is designed to clearly demonstrate:

- Our Aspiration as a YSS
 - Our Responsibilities to young people
 - Our Principles and how we are driven by the needs of young people
 - Our Delivery - including support for the most vulnerable
 - Our Performance
 - Our Future Priorities
 - Our Monitoring
3. The Annual Report was developed with staff from across the YSS in June 2016. It has been shared with colleagues from across Children's Services and externally with partner agencies.
4. The full report can be found in **Appendix A**

Council Priorities

The work delivered by the YSS and its partners is contributing to Council Priorities outlined in its 5 year plan, in particular:

Improved Education and Skills:

- Young people will be supported to **learn** and improve their **educational attainment**, make progress and achieve their goals. They will have appropriate knowledge and skills to enter and succeed in their careers
- Young people will have higher aspirations that are supported by their families. They will be offered a range of services, including **early help and support to improve their life chances**

Protecting the vulnerable: Improving Well-being:

- We will **protect vulnerable young people**. They will feel safer and are happier as a result of the intervention they receive
- Young people will be more positive and feel more **emotionally and physically healthy**. With support, they will be able to make informed choices and understand the impact of the risks they take

Corporate Implications

There are no Corporate Implications that result from this report.

Legal Implications

The YSS helps ensure the council can meet a number of its statutory responsibilities, including:

- Education and Inspections Act (2006)
- Education and Skills Act (2008)
- Education Act (1996, 1997 & 2011)
- Crime and Disorder Act (1998)
- The Children and Families Act (2014)

Financial Implications

There are no Financial Implications that result from this report.

Equalities Implications

Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The YSS supports these statutory duties by:

- Supporting young people with Special Education Needs and Disabilities to make informed decisions regarding their future careers
- Enabling access to learning for young people who are seeking asylum and being looked after by Central Bedfordshire Council
- Promoting the voice of all young people in active decision making across our services

Conclusion and next Steps

In order to meet our statutory responsibilities and local aspirations, the YSS continues to deliver and manage a range of services with young people across Central Bedfordshire. The YSS annual report sets out these responsibilities and aspirations, our performance and the future direction of the service. This approach will be replicated by the YSS and made available to partners by July 2017.

Appendices

Appendix A – Youth Service Annual Report 2015/16

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Central Bedfordshire Youth Support Service Annual Report 2015 - 2016

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Find us online  www.centralbedfordshire.gov.uk/youthsupport  @CBYouthVoice

Welcome to the second annual report of the Central Bedfordshire Youth Support Services (YSS). The past 12 months have had many successes, including overseeing a significant reduction in young people who are not in education, employment and training (NEET), delivery of high quality support for those with complex needs and securing the active participation of young people across a number of projects. We have also begun to embed our provision to ensure we consistently deliver more positive outcomes for those who need our services the most.

Our report sets out what we have delivered over the past financial year, how we have made a difference and where we need to prioritise in the future. The YSS will inevitably have to manage changes in policy and meet financial challenges for the foreseeable future. We will continue to meet these challenges, seek new opportunities as part of the children services transformation programme and continue to place young people at the heart of everything we do.

We look forward to working with you over the coming year!

Our Aspiration

The Youth Support Service supports young people to achieve their potential. It works to ensure the needs and wishes of young people are heard, represented and they are empowered to achieve personal, social and economic success.

Our Responsibilities to Young People

The Youth Support Service manages the day to day co-ordination and delivery of our statutory 'Youth Offer' for young people aged 13-19 in Central Bedfordshire. We also support those leaving care up to the age of 21 and those with disabilities up to 25. Our Youth Offer makes a direct contribution to the key strategic priorities of Central Bedfordshire, including

- Young people will be supported to **learn** and improve their **educational attainment**, make progress and achieve their goals. They will have appropriate knowledge and skills to enter and succeed in their careers
- We will **help to protect vulnerable young people**. They will feel safer and are happier as a result of the intervention they receive
- Young people will have higher aspirations that are supported by their families. They will be offered a range of services, including **early help and support to improve their life chances**
- Young people will be more positive and feel more **emotionally and physically healthy**. With support, they will be able to make informed choices and understand the impact of the risks they take

All delivery is underpinned by the following statutory legislation and guidance:

- Education and Inspections Act (2006)
- Education and Skills Act (2008)
- Education Act (1996, 1997 & 2011)
- Positive for Youth (2010 & 2012)
- Crime and Disorder Act (1998)
- The Children and Families Act (2014)
- Safeguarding – Working Together (2015)

Our Principles

The following principles underpin planning and delivery from the Youth Support Service:

- Our provision always seeks to promote the voice of young people
- Our delivery is based on consent from young people and built around developing high quality professional relationships
- We promote the welfare of young people and protect them from harm
- Our practice is planned and delivered in line with an evidence of 'need' and 'what works'
- Our delivery is impartial and considers the range of opportunities available for young people that best meet their needs
- Our delivery is supported by appropriate processes and systems required to support young people with complex needs – including robust case management, resource allocation based on need and regular supervision
- We aim to work flexibly, holistically and collaboratively with a range of partners

Our Delivery

The Youth Support Service both secures and directly provides intervention and support to young people aged 13-19 and for those up to age 25 with Special Educational Needs and Disabilities (SEND). Our delivery comprises the following interlinked strands both directly delivered within the service and with our partners – including young people, schools and the voluntary/community sector:

Community Youth Support and Quality Assurance

We manage the contracts for a range of youth support, including youth work, Impartial Information, Advice and Guidance (IIAG), volunteering and learning opportunities. This includes identifying evidence of need, establishing the quality of services and monitoring the impact of provision. We also manage the re-design and procurement of provision as well as managing our youth centres. Our services are delivered by Groundwork, 4YP, the CVS and Princes Trust.

Engagement and Tracking

We have an in house team that identifies and tracks the progress of young people into Post-16 education, employment and training. This includes putting in place a number of interventions to proactively re-engage young people who are not in education, employment or training (NEET) – including the delivery of IIAG and signposting to local services that would help secure their participation. We also provide detailed management information on NEET performance and on young people via management of our Client Caseload Management Information System (CCIS).

Youth Participation

We facilitate the work of our elected Youth Parliament and other youth voice initiatives – including partnerships with the Children's Trust Board, Healthwatch and Bedfordshire Police. This includes support for our young commissioners as well as oversight of the Central Bedfordshire youth audit process. Our two qualified youth workers also play a central role in assessing the quality of youth work practice and support to establish a consistent standard of provision across the authority.

14-19 Partnerships

We build close partnerships with academies and schools to ensure that young people have the information they need to make informed decisions about their future in education, employment and training. This includes support to ensure high quality delivery of careers education, IAG as well as working with local businesses to identify opportunities. We also play a central role in ensuring young people know what is available - including Apprenticeships and Traineeships.

Impartial Information, Advice and Guidance for Young People with Complex Needs

We proactively work to engage and empower young people with complex needs to enable them to overcome significant barriers to education, employment and training. This includes person centred work, delivery of tailored IAG and support for planning their transitions into adulthood. The key focus of this work is on groups of more vulnerable young people – including looked after children and care leavers, young people with special education needs and disabilities (SEND), those in the criminal justice system and young people experiencing homelessness.

Bedfordshire Youth Offending Service

The Bedfordshire Youth Offending Service (BYOS) is a multi-agency team hosted by Bedford Borough Council. It is a shared service with Bedford Borough Council and our role is to manage the service level agreement for the local authority. The service works to ensure it achieves the following:

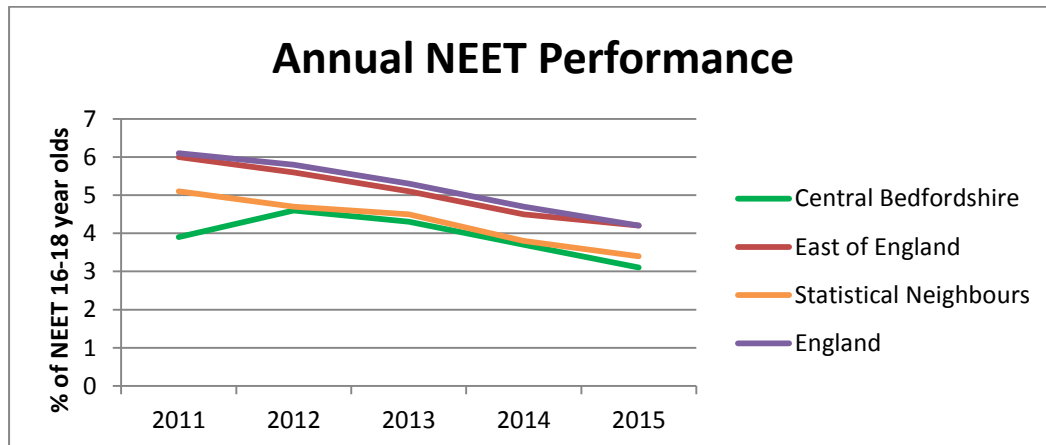
- Work with the courts and magistrates to ensure appropriate use of remand for young people and ongoing care for those with looked after status
- Assessment, Planning Interventions and Supervision (APIS) to support behaviour change amongst individual young people
- Triage and earlier intervention to prevent first time entrants to the criminal justice system
- Collaborative work to safeguard and promote the welfare of young people, particularly those at risk of child sexual exploitation
- Integrated resettlement activity to support reintegration of young people released from custody
- Wrap around services, including drugs/alcohol interventions, access to mental health provision and education, training and employment
- Group interventions around specific programmes, including knife crime and violence

Our Year in Numbers – Highlights:

Participation in Education, Employment and Training

- Central Bedfordshire reported an average of **3.1% or 270 young people who were NEET** in 2015 (in 2014 the figure was 3.7%). This was lower than the national (4.2%), regional (4.2%) and statistical neighbour (3.4%) averages and placed Central Bedfordshire in the top 25% of local authorities

- The overall percentage of young people who are NEET in Central Bedfordshire continues to fall year on year – as shown in the table below:



- Central Bedfordshire reported an average of **6.5%** or 571 young people whose engagement in education, employment and training was ‘not known’ in 2015 (in 2014 this figure was 7.8%). This was considerably lower than both the national average (8.4%) and statistical neighbour average (9.5%)
- 5,673** (91.6%) of young people, aged 16 and 17 years, were confirmed as having an offer of learning and continuing in education, an apprenticeship or employment with accredited training. This was an increase of **0.2%** compared to 2014
- In March 2016, Central Bedfordshire reported that **92.0% of all 16 and 17 year olds were participating in education, employment or training**. This was higher than the national (91.5%), regional (91.7%) and statistical neighbour (91.7%) averages. The participation rate in Central Bedfordshire had increased by 1.2% compared to March 2015 (90.8%)

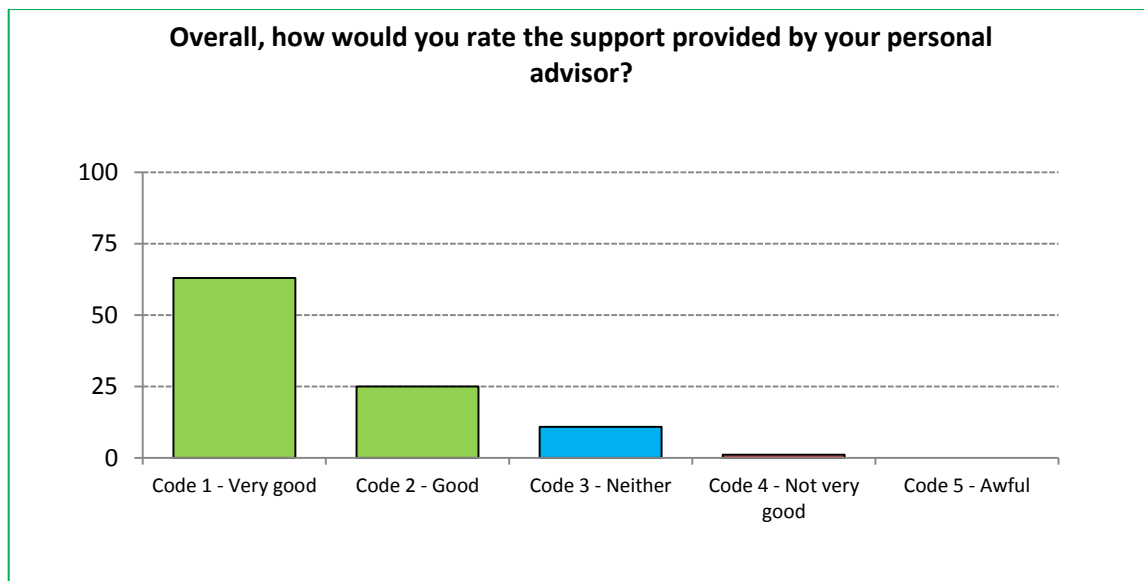
Involvement and participation of Young People

Young people’s engagement in democratic processes across Central Bedfordshire is strong. In the recent youth parliament:

- Across **11** schools a total of **5,104** students voted which was 65% of the 7840 ballots issued
- 46** candidates stood for election and **26** were elected with an almost 50/50 split with 12 young men and 14 young women
- We now have **26** new members of the Youth Parliament and **4** members of UK Youth Parliament who will represent their peers and communities for the next 2 years

Securing high quality Impartial Advice and Guidance

- **11** out of the 14 schools/academies approached have signed up to IAG minimum standards over the past 12 months. We are actively engaged with the remaining 3 schools/academies
- There were **909** intensive interventions made by 3 personal advisers who work with looked after children, young offenders and young people who are homeless and **1,503** interventions made by 4 personal advisors who work with young people with special education needs or disabilities
- In September 2015, **65.5%** of 16 and 17 year olds, who were looked after, young people who have offended or in hostel accommodation had agreed offers of learning
- A review of the effectiveness and efficiency of the current IAG offer by young people showed that 88% rated our support as good or very good and demonstrates the quality of service we provide to young people – please see an example of the feedback in the table below. Full results are available on request



Community Youth Support

- **80** young people (75% of those supported) received an accredited V Inspired award (V10, V30, V50 or V100) as a result of their volunteering
- Since October 2015, **467** young people from our most disadvantaged communities participated in targeted youth work and projects. Of these, 60% have reported a positive impact on their lives

- Of those young people who were NEET and supported into education, employment or training (EET) by our provider, 4YP, **71% remained in education, employment or training** 6 months following their intervention

Youth Offending Services

- There were 54 first time entrants (48 in 2014/15) into the Criminal Justice System from Central Bedfordshire, which is lower than regional, national and family group authorities.
- There has been an increase in remands (from 4 in 14/15 to 11) and custodial sentences (from 5 in 2014/15 to 7) relating to young people in Central Bedfordshire

Our Year in comments – highlights:

Young person working with 4YP – our IAG provider

'I really enjoyed the traineeship and the work experience at a local pre-school. The pre-school have even offered me an apprenticeship; I am really happy and excited about it. I wanted to let you know and thank you for it, as without you I wouldn't have even got the traineeship and therefore wouldn't have been in this great position. A Big Thank You!'

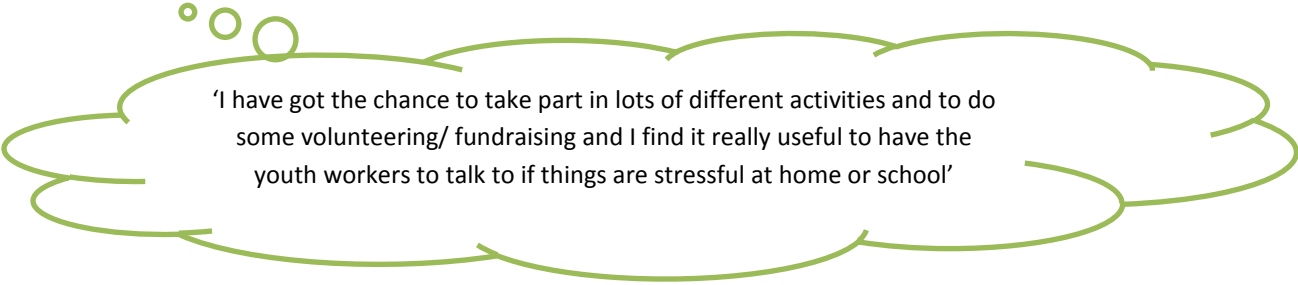
Multi-agency Audit of the Childs Experience – CSE – for Joint Targeted Area Inspection

'There has been Good engagement with voluntary sector partners, e.g. a number of the young people are known to Brook advisory and have received sexual health advice and some attend youth projects; in one case the role of the youth project in supporting the young person has been crucial'

Head teacher in their evaluation of elections to youth parliament

'An excellent opportunity to debate and for the whole school to be actively involved in politics. It engaged our more able pupils and surprisingly others that found their voice through the process! Would definitely recommend it'

Young person – Age 15 – Leighton Buzzard



'I have got the chance to take part in lots of different activities and to do some volunteering/ fundraising and I find it really useful to have the youth workers to talk to if things are stressful at home or school'

Our Impact – a case study:

Never giving up!

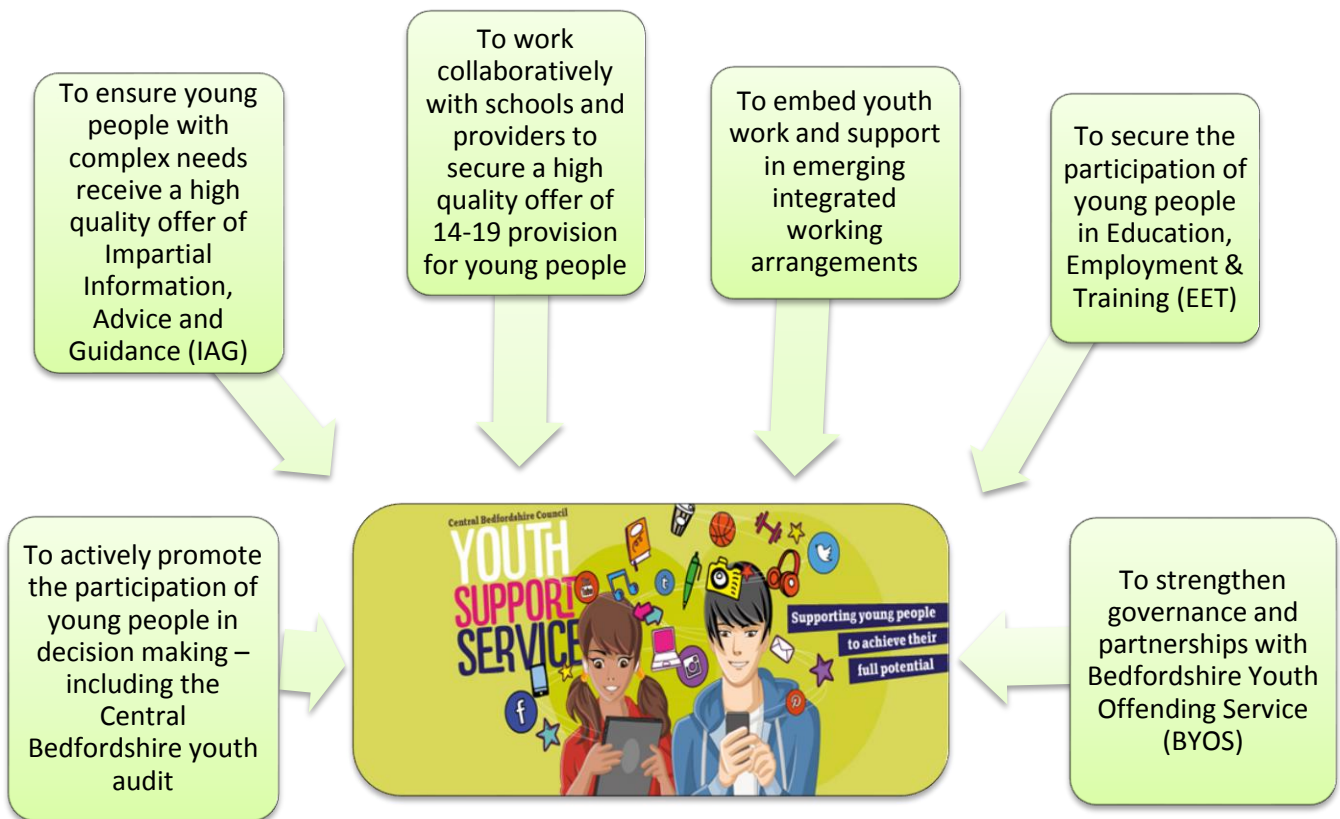
M is now 18 and a Care Leaver, after being in care for many years. She has lived in different places and with different carers, including out of county placements.

M currently lives independently in Central Bedfordshire. She completed Year 11 with no formal qualifications as she didn't take exams as expected. M had a number of health issues which affected her greatly – including the use of drugs. M was later referred to a mental health hospital where she was 'in and out' for months. M dropped out of college and was not in Education, Employment or Training for more than a year.

The YSS worked with M to explore her career options. With support, M has now completed a traineeship course run by the Academy of Social Work and Early Intervention at Central Bedfordshire Council, where she achieved a Cache Entry Level 3 Certificate in Social and Personal Development. M also had the opportunity to take an active part in work experience where she gained a lot of self confidence and employability skills like job search skills, CV skills and interview skills.

M used these skills to search and apply for Apprenticeship opportunities. M was immediately offered a job as an Apprentice nursery nurse at a nursery setting. M worked at this Nursery for a few months but made the choice to leave due to difficulties with public transport. M is still very positive about working and has found another suitable job in the area.

Our Priorities 2016/17 – looking ahead:



By delivering the priorities of the Youth Support Service (YSS), we will enable the council to meet its statutory responsibilities and local plans. This includes the Children Services transformation programme which over the next 4 years is seeking to deliver more integrated and cost effective services for children, young people and families. The YSS has been and will continue to be proactive in its contribution to this programme as we seek to improve outcomes for young people.

Our delivery will be supported by a detailed service plan. As part of this plan, we have a number of measures in place to help establish our success. These include:

- The number and % of young people in education, employment and training
- The number and % of young people who participate in the Make your Mark campaign
- The number of % of young people securing a positive outcome via targeted youth work
- The number and % of looked after children and care leavers who are in education, employment and training
- The number and % of schools signed up to the Central Bedfordshire careers education minimum standards

To support our priorities, we also have a number of cross-cutting themes that will inform our delivery for 2016/17:



The Youth Support Service will continue to monitor and review the services it both secures and directly delivers. This will include:

- Observations of practice by professionals and young people – including young commissioners and auditors
- Monitoring of performance against agreed measures, standards and outcomes – including regular feedback and involvement of all partners
- Independent safeguarding audits for externally provided services

Contact us...

If you have any questions regarding the Youth Support Service, please contact one of the following:

Youth Support Service – Manager

James Dove

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For Community Youth Support and Quality Assurance

Jackie Squire

by telephone: 0300 300 6566

For Engagement and Tracking:

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Youth Participation:

Lisa Wright

by telephone: 0300 300 5342

14-19 Partnerships:

Currently recruiting - TBC

by telephone: - TBC

Impartial Information, Advice and Guidance for Young People with Complex Needs:

Angela Perry -

by telephone: 0300 300 4484

On the web: www.centralbedfordshire.gov.uk/youthsupport

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Central Bedfordshire Council

Children's Services Overview and Scrutiny

18 October 2016

**CONSULTATION ON THE COUNCIL'S ADMISSION
ARRANGEMENTS FOR THE ACADEMIC YEAR 2018/19**

Report of Cllr Steven Dixon Executive Member for Education and Skills
(steven.dixon@centralbedfordshire.gov.uk)

Advising Officers: Sue Harrison, Director of Children's Services
(sue.harrison@centralbedfordshire.gov.uk) and Victor Wan, Head of Service,
School Organisation, Admissions and Capital Planning
(victor.wan@centralbedfordshire.gov.uk).

This report relates to a Key Decision

Purpose of this report

1. To outline the proposed changes to the admission arrangements for two Community schools and seek the views of the Committee.

RECOMMENDATIONS

The Committee is asked to:

1. Support the Council's proposed Admission Arrangements for the Academic Year 2018/19
2. Provide a response for the consultation to help shape strategy

Council Priorities

2. The Council's co-ordinated admissions scheme and admission arrangements for Community and Voluntary schools supports the Council's priority to improve educational attainment.

Corporate Implications

Legal Implications

3. The School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012 set out the requirement for Local Authorities to have co-ordinated admissions schemes for their areas. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local

authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period.

4. As the scheme proposed is not substantially different from the previous year' scheme, it is appropriate for this not to be subject to consultation.
5. The Council as an Admission Authority must also determine its admissions arrangements annually by the 28 February each year, for implementation in September of the following year.
6. The Executive is asked to approve the commencement of consultation for the proposed changes to the Council's admission arrangements for the academic year 2018/19.
7. The proposed changes relate to oversubscription criteria. Oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.
8. With regard to the proposed change to the catchment area of Fairfield Park Lower School, catchment areas must be designed so that they are reasonable and clearly defined.
9. With regard to the proposed change of the measuring point for Shefford Lower School and Fairfield Park Lower School, information on how distance from home to school will be measured must be clearly set out, making clear how the 'home' address will be determined and the point in the school from which all distances are measured.
10. With regard to oversubscription criteria in general, it is for the Council to decide which criteria would be most suitable to the school according to the local circumstances.
11. If an Admissions Authority proposes to make amendments to its arrangements (with the exception of certain changes to Published Admissions Numbers), it must consult with interested parties between the 1 October and the 31 January for a minimum of 6 weeks of the year before the arrangements apply. With regard to the changes proposed, consultation should commence from 1 October 2016.
12. The changes proposed to Shefford Lower School and Fairfield Park Lower School are changes subject to consultation.

13. Consultation must include the parties listed in paragraph 16 above. For the duration of the consultation period, the Council must publish a copy of its full proposed admission arrangements on its website together with details of the person within the Council to whom comments may be sent and the areas on which comments are not sought. The Council must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed at paragraph 20 above, inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.
14. The Council will fulfil its statutory responsibilities above by consulting within the timescales set out. Feedback from all consultees will be reported in February 2017 to Executive to determine the Council's admission arrangements for the academic year 2018/19.
15. Once the Council has determined its admission arrangements, it must notify the appropriate bodies, that is, all other admission authorities within the relevant area, the governing body where it is not the admission authority and the religious representative of schools with a religious character.
16. The Council must publish a copy of the determined arrangements on its website, displaying them for the whole offer year.

Financial Implications

17. Not applicable.

Equalities Implications

18. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
19. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the consultation on the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

Appendices

The following Appendices are provided through an electronic link:

13. Appendix A – Executive report of 11 October 2016; Consultation on the admission arrangements for the academic year 2018/19
14. Appendix 1 – Lower, Primary and Middle 2018/19 co-ordinated admissions scheme.
15. Appendix 2 – Secondary and Upper 2018/19 co-ordinated admissions scheme.
16. Appendix 3 – Proposed Community and Voluntary Controlled schools Admissions Policy and PANs 2018/19.
17. Appendix 4 – Shefford Lower School – current and proposed measuring point.
18. Appendix 5a – Fairfield Park Lower School - proposed priority areas from September 2018.
19. Appendix 5b – Fairfield Park Lower School – current and proposed measuring point.
20. Appendix 6 – Confirmation of Religious Affiliation form.

Background Papers

21. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:
None
(i) Equality Impact Assessment.

Central Bedfordshire Council

EXECUTIVE

11 October 2016

**CONSULTATION ON THE COUNCIL'S ADMISSION
ARRANGEMENTS FOR THE ACADEMIC YEAR 2018/19**

Report of Cllr Steven Dixon Executive Member for Education and Skills
(steven.dixon@centralbedfordshire.gov.uk)

Advising Officers: Sue Harrison, Director of Children's Services
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This report relates to a Key Decision

Purpose of this report

1. To approve the commencement of the Council's consultation on admission arrangements to ensure the statutory requirement for admissions consultation is met. The Council is the admissions authority for Community and Voluntary Controlled schools.
2. Outline the proposed changes to the admission arrangements for two Community schools.

RECOMMENDATIONS

The Executive is asked to:

1. **Approve the commencement of consultation for the proposed changes to the Council's admission arrangements for the academic year 2018/19.**

The proposed changes to the Council's admission arrangements include:

- **Moving the designated measuring point for admission to Shefford Lower from the school site to the war memorial site in the town centre.**
- **Creation of priority areas within the catchment area of Fairfield Park Lower School and moving the designated measuring point for admission to the school from the main entrance of the Dickens Boulevard site to the halfway point between the school's 2 sites.**

Overview and Scrutiny Comments/Recommendations

3. The Council's proposed Admission Arrangements for the academic year 2018-19 will be considered by the Children's Services Overview and Scrutiny Committee on 18 October 2016 as a consultee to the process if the Executive approve the recommendations of this report.

Issues

4. The Council has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in the local authority's area for all children being admitted into the normal year of entry, and only 1 offer of a school place is made.
5. The Co-ordinated Admissions Scheme for the academic year 2018/19 fulfils this requirement, setting out the timeframes for processing admission applications.
6. In addition, as the Council is the admission authority for Community and Voluntary Controlled schools, it must also undertake consultation on its own admission arrangements where changes are proposed. The admission policy for these schools sets out the criteria in which applications will be considered if the school is oversubscribed. This report explains the rationale for the proposed changes for 2 Community schools admissions criteria.

Central Bedfordshire Council's Co-ordinated Admissions Scheme Academic Year 2018-19

7. Legislation contained within the School Standards and Framework Act 1998 requires Local Authorities to have a co-ordinated admissions scheme for their area where parents can apply on a common application form for a place in the normal year of entry at a school or an academy.
8. The Council is required to co-ordinate the admissions for children in their area so that only 1 offer of a school place is made per prospective pupil. The co-ordinated admissions scheme must be formulated by 1 January in the relevant determination year and must be consulted on with the admission authorities in the area if it is substantially different from the previous year.
9. Central Bedfordshire's Co-ordinated Admissions Scheme sets out the arrangements and timetable by which applications will be processed. The scheme details the processes and procedures that the Council and other admissions authorities need to work to in order to process the applications by the offer date for the normal year of entry at a school or academy.

10. The Council acting as the local authority must have a co-ordinated admissions scheme in place for all maintained schools and academies in the area.
11. Admissions for the normal year of entry for Secondary schools (which in Central Bedfordshire includes Upper and Secondary schools) are subject to a national closing date of 31 October for receipt of applications and a national offer date of 1 March.
12. Admissions for the normal year of entry for Primary schools (which in Central Bedfordshire include Lower, Primary and Middle schools) are subject to a national closing date of 15 January and a national offer date of 16 April.
13. The proposed co-ordinated scheme for 2018/19 is attached for Lower, Primary and Middle at Appendix 1 and the proposed co-ordinated scheme is attached for Secondary and Upper at Appendix 2.
14. The proposed co-ordinated scheme is not substantially different from the previous year's, and has been updated with the relevant dates for the academic year 2018/19. This scheme therefore is not subject to formal consultation as per the requirements of the School Admissions Code but will be circulated for information to all relevant parties.

Admission Arrangements for Community and Voluntary Controlled schools

15. Admission arrangements are the procedures and processes that determine how children will be admitted to a school and include the admission criteria which will be applied if more applications are received than there are places available.
16. The School Admissions Regulations 2012 require Admission Authorities to consult where changes are proposed on their admission arrangements, including any supplementary information form that will apply for admission applications for the following academic year. The confirmation of Religious Affiliation form is a supplementary form to the Council's common application form for point of entry admissions and is attached at Appendix 6 for information. The Religious Affiliation form is for all Central Bedfordshire schools who prioritise applicants on faith grounds for both Voluntary Controlled and Voluntary Aided schools.
17. For admission arrangements determined in 2017 for entry in September 2018, consultation must be for a minimum of 6 weeks and must take place between 1 October 2016 and the 31 January 2017. The Admission Arrangements must then be determined by 28 February 2017. The Council will conduct its consultation between the 17 October 2016 and 2 December 2016 to gather the views of all consultees.

18. Admissions Authorities are required to consult with the following parties:
- i. Parents of children between the ages of 2 and 18;
 - ii. Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions;
 - iii. All other admission authorities within the relevant area;
 - iv. The Governing Bodies of Community and Voluntary Controlled schools;
 - v. Adjoining neighbouring local authorities;
 - vi. The body or person representing religious denomination schools.
19. From 2018/19 changes are proposed to the admissions criteria of 2 Community schools in Central Bedfordshire, which are Shefford Lower School and Fairfield Park Lower School.

Shefford Lower School – proposed changes to the school’s designated measuring point

20. Shefford Lower School is a popular and successful 3 form entry school serving pupils from the ages of 4 to 9 in the town of Shefford. The school is located on the western edge of the town.
21. Currently all applications are measured using straight line distance from the pupil’s home address to the front door of the school. Places are allocated in accordance with the admissions criteria for the school, and within each criterion those living closest to the school get priority for a place over those who live further away.
22. The Governing Body of the school approached Central Bedfordshire Council with a request for the designated measuring point to be moved from the school’s front door to the war memorial in the centre of Shefford town. This proposal has been made as the school feel that the school’s admission arrangements currently disadvantage a large number of families in Shefford and in particular their most vulnerable families as the school is situated on the western edge of its catchment area.
23. On submitting their request the Governing Body have set out the pros and cons of the proposal:
- Pros:
- There would be fair and equal access for children as places would be determined from a measuring point central to the catchment area and not from the current western edge.
 - The school’s most vulnerable children would no longer be most disadvantaged in terms of school places because of where they live within the catchment area.

Cons:

- If the school is oversubscribed with catchment children then there may be some children living near to the school who may not get a place.

24. Appendix 4 shows the catchment area for Shefford Lower School as well as the current designated measuring point (front door of the school) and the proposed measuring point (war memorial in the centre of the town).

25. It is therefore proposed to move the school's measuring point from the school's front door to the war memorial in the centre of the town to ensure all families living in the catchment area have a fair opportunity of gaining a place at the school.

26. It is worth noting that as part of the admissions process any family who do not gain a place at their catchment or preferred schools and are allocated a place at an alternative school will be provided with transport if this is over 2 miles for a child under the age of 8 or over 3 miles for a child over 8, unless the distance is less than this and there are road safety grounds.

Fairfield Park Lower School

27. Fairfield Park Lower School is currently a 2 form entry school in the parish of Fairfield which is adjacent to Stotfold. The school is due to be expanded to 3 forms of entry, with the additional form of entry being accommodated in a temporary classroom on the school site before this transfers to the school's second site which will be built on a new housing development, opposite the current estate.

28. The current admission arrangements need amending to reflect the changes to the school with its expansion over 2 sites so that it serves the whole catchment area fairly and consistently.

29. The oversubscription criteria used to determine how places are offered at the school would remain, however there would be clarity on how places are to be offered at the 2 sites, see page 3 of Appendix 3.

30. The catchment area for the school would remain however within this there would be 2 priority areas to determine which site a catchment child would be allocated if their application is successful. The line defining the priority areas splits the catchment area fairly and has been devised following a modelling exercise using 2016 allocation data. The line should also protect families from the south west corner of the Dickens Boulevard site priority area in securing a place at that site rather than having to cross the catchment area to the new site.

31. The designated measuring site would also be moved from the main entrance on the Dickens Boulevard (original school site) which is currently used to a point which is equidistant from both the Dickens Boulevard school site and the new school site.
32. Appendices 5a and 5b show the proposed priority areas within the school's catchment area and the proposed location of the designated measuring site.
33. As the admissions authority for Community and Voluntary Controlled schools, the Council continually monitors the effectiveness of its admission arrangements and will review school catchments in areas of significant demographic change to ensure they remain reflective of the school's local community. If alterations to existing catchment areas are required the Council must consult on proposed changes within the required admissions consultation timeframes, as set out in paragraph 19 each year.

Future considerations: Prioritising children in receipt of Early Years, Pupil and Service Premium

34. The School Admissions Code was revised in December 2014 and gave all admission authorities the freedom to give priority within their admission arrangements to children eligible for the Early Years Pupil Premium, Pupil Premium and Service Premium. Previously this option was only available to academies.
35. Primary phase state funded schools can also now give priority to those eligible for the Early Years Pupil Premium (EYPP), Pupil Premium (PP) or Service Premium (SP), who are in a nursery class which is part of the school or are attending a nursery which is established and run by the school.
36. The Council consulted informally with schools and academies through the school pyramid meetings which are held to discuss school organisation and admissions issues. Academies and schools felt that children from all backgrounds were well catered for through the existing admission policies in place. The majority of academies and schools prioritise pupils by a defined catchment area, which is made up of a variety of dwellings from different socio-economic backgrounds.
37. It is therefore proposed that the standard admission criteria currently used for the majority of Community and Voluntary Controlled schools remains unchanged for the foreseeable future.

Reason for decision

38. As outlined above, the Council is required to consult on changes to its admission arrangements where these are proposed and is required to consult within the statutory timescales set out in the School Admissions Code. A decision is therefore required from the Executive to approve the commencement of the Council's consultation on the proposed changes to the admission arrangements for Shefford Lower School and Fairfield Park Lower School.

Council Priorities

39. The Council's co-ordinated admissions scheme and admission arrangements for Community and Voluntary schools supports the Council's priority to improve educational attainment.

Corporate Implications

Legal Implications

40. The School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012 set out the requirement for Local Authorities to have co-ordinated admissions schemes for their areas. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every 7 years, even if there have been no changes during that period.
41. As the scheme proposed is not substantially different from the previous year's scheme, it is appropriate for this not to be subject to consultation.
42. The Council as an Admission Authority must also determine its admissions arrangements annually by the 28 February each year, for implementation in September of the following year.
43. The Executive is asked to approve the commencement of consultation for the proposed changes to the Council's admission arrangements for the academic year 2018/19.
44. With regard to the proposed change to the designated measuring point of Shefford Lower School, admission authorities must also clearly set out how distance from home to school will be measured, making clear how the 'home' address will be determined and the point in the school from which all distances are measured.

45. The proposed change for Fairfield Park Lower School relates to oversubscription criteria. Oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. Admission authorities must also clearly set out how distance from home to school will be measured, making clear how the 'home' address will be determined and the point in the school from which all distances are measured.
46. With regard to oversubscription criteria in general, it is for the Council to decide which criteria would be most suitable to the school according to the local circumstances.
47. If an Admissions Authority proposes to make amendments to its arrangements (with the exception of certain changes to Published Admissions Numbers), it must consult with interested parties between the 1 October and the 31 January for a minimum of 6 weeks of the year before the arrangements apply. With regard to the changes proposed, consultation should commence from 1 October 2016.
48. The changes proposed to Shefford Lower School and Fairfield Park Lower School are changes subject to consultation.
49. Consultation must include the parties listed in paragraph 16 above. For the duration of the consultation period, the Council must publish a copy of its full proposed admission arrangements on its website together with details of the person within the Council to whom comments may be sent and the areas on which comments are not sought. The Council must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed at paragraph 20 above, inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.
50. The Council will fulfil its statutory responsibilities above by consulting within the timescales set out. Feedback from all consultees will be reported in February 2017 to Executive to determine the Council's admission arrangements for the academic year 2018/19.
51. Once the Council has determined its admission arrangements, it must notify the appropriate bodies, that is, all other admission authorities within the relevant area, the governing body where it is not the admission authority and the religious representative of schools with a religious character.

52. The Council must publish a copy of the determined arrangements on its website, displaying them for the whole offer year.

Financial Implications

53. Not applicable.

Equalities Implications

54. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
55. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the consultation on the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

Conclusion and next Steps

56. It is a necessary requirement for the Council to consult on its admission arrangements where changes are proposed and to formulate a co-ordinated scheme for admission by 1 January in the determination year.
57. The proposed co-ordinated admissions scheme has been drawn up with regard to the national closing and offer dates for the academic year of 2018/19, taking into account the necessary timescales to process and allocate places working with the schools and academies in Central Bedfordshire to meet the deadlines
58. The next steps are for the Council to undertake the consultation within the statutory timeframes engaging with all the relevant parties to ascertain views on the proposed admission arrangements for Community and Voluntary Controlled schools of which the Council is the admissions authority for.
59. Responses to the consultation will be reported in February 2017 to the Executive to determine the Council's admission arrangements for the academic year 2018/19. As a result, the Council's admission

arrangements will be determined before 28 February 2017 as required by the regulations.

Appendices

The following Appendix is attached through an electronic link:

60. Appendix 1 – Lower, Primary and Middle 2018/19 co-ordinated admissions scheme.
61. Appendix 2 – Secondary and Upper 2018/19 co-ordinated admissions scheme.
62. Appendix 3 – Proposed Community and Voluntary Controlled schools Admissions Policy and PANs 2018/19.
63. Appendix 4 – Shefford Lower School – current and proposed measuring point.
64. Appendix 5a – Fairfield Park Lower School - proposed priority areas from September 2018.
65. Appendix 5b – Fairfield Park Lower School – current and proposed measuring point.
66. Appendix 6 – Confirmation of Religious Affiliation form.

Background Papers

67. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:
 - (i) Equality Impact Assessment.

PROPOSED

CO-ORDINATED SCHEME FOR ADMISSIONS TO: LOWER, PRIMARY AND MIDDLE ACADEMIES AND SCHOOLS

ACADEMIC YEAR 2018/2019

1. Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all academies and maintained schools in their area.
- 1.2 A school is here defined as any academy or maintained community, foundation, trust, voluntary aided or voluntary controlled school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies is the academy trust. For foundation, trust and voluntary aided schools, the admission authority is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle academies and schools for admissions in the Central Bedfordshire Council area from September 2018.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Academies and Schools
 - b) Primary Academies and Schools
 - c) Middle Academies and Schools
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary academy/school (Year R), or
 - Middle academy/school (Year 5).
- 2.4. The CAF will enable parents/carers to:
 - express a preference for up to 3 academies/schools
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the academies and schools in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) published admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary Academy/School (Year R):**
 - 2.6.1 Parents of all children born between **01/09/13 and 31/08/14** and living in Central Bedfordshire will be able to apply for an academy or school place online or by completing a hard copy of the Common Application Form (CAF). The CAF will be available from any local lower or primary

academy/school, from the School Admissions Team or it can be downloaded from the Council website.

- 2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower academy/school in another Local Authority must apply online or complete the hard copy of the CAF.
- 2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.
- 2.6.4 **Deferred Entry:** Parents of children offered a place for admission in the reception year are offered a full time place to commence in the September following their child's fourth birthday. However parents may defer the admission of their child until later in the academic year or until their child becomes of statutory school age or request that their child takes up their place part time until they reach statutory school age. A place cannot be deferred beyond statutory school age nor beyond the academic year for which the place was offered. Therefore the following will apply, according to the child's date of birth for deferring entry to the Reception year:

Child born:	Term which place can be deferred until:
1 st September – 31 st December	Spring term (January)
1 st January – 31 st March	Summer term (April)
1 st April – 31 st August	Summer term (April)

2.7. Delayed admission for summer born children (those born between 1 April and 31 August).

- 2.7.1 Parents/carers can also request that their Summer born child is admitted to Reception in that year rather than to Year 1. However, parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the admission authority for the school in consultation with the Headteacher.
- 2.7.2 Parents/carers of Summer born children should make their application for a school place on the Common Application Form (CAF) by 15 January if their child will be 4 years old by 31st August of that year. They should make clear on the form that they wish to defer entrance to school for a year. They should apply for both entrance to their child's normal age group (Year R) and for entrance out of the year group.
- 2.7.3 In line with the School Admissions Code December 2014 ("the Code"), the Council, as the admission authority for Community and Voluntary Controlled Schools, will consider a request on the basis of the individual circumstances of the case and the best interests of the child. To this end, the Council will liaise with the Headteacher and must take account of their professional opinion on the case. The Council will also take account of the parents'/carers' view. A written request, sent together with the CAF should be made by the parents/carers for the attention of the Admissions Manager

and should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date. Once determined, the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

- 2.7.4 For schools which control their own admissions (Foundation, Trust or Voluntary Aided), parents/carers need to make their request in writing, separately from the CAF, directly to the Headteacher and Governing Body of the school. The request should include such details as are outlined above. The Governing Body, along with the Headteacher, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the Code. For Academies, parents/carers need to make their request in writing directly to the Academy Trust via the Principal. Academies must also follow the Code in making a decision.
- 2.7.5 Where the parents'/carers' request for a school place outside the normal age group is successful, the parents/carers can withdraw their application for a place within the normal age group. They will have to make a fresh application during the admissions round the following year. Where the request for a place outside the normal age group is unsuccessful, they may decide to continue with their application for a place within the normal age group or may withdraw it and make an in year application for admission to year one for the September following the child's fifth birthday.
- 2.7.6 Where a parent has more than one preferred school in their application, the relevant admission authorities will each consider the request and make their decision individually. There is no guarantee that all will come to the same decision.
- 2.7.7 Again at a future application or transfer point the decision to admit a child out of their normal age group rests with the admission authority and there is no guarantee they will come to the same decision as an earlier authority may have.
- 2.7.8 As set out above, if a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at a particular school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

**2.8 Admission into the normal year of entry into a Middle Academy/
School (Year 5)**

- 2.8.1 Parents of all children living in Central Bedfordshire and attending a lower academy/school in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.8.2 Parents of children attending a lower academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.8.3 Parents of children living in Central Bedfordshire but not attending a lower academy/school, in the Local Authority area and who wish to apply for a middle academy/school place may make their application online or obtain a hard copy of the CAF and the Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.9. Admission of children outside their normal age group

- 2.9.1 Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.
- 2.9.2 Where the preference is for a Community or Voluntary Controlled school the request should be made in writing for the attention of the Admissions Manager. The Council will liaise with the Headteacher accordingly and will support their professional opinion on the case. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.
- 2.9.3 For own admission schools (Foundation, Trust or Voluntary Aided) parents/carers need to make their request in writing to the Headteacher and Governing Body of the school who will then consider the request, making their decision on what they determine as in the best interests of the child. For Academies parents/carers need to make their request in writing to the academy trust via the Principal.
- 2.9.4 Requests which have been granted must be followed up by a formal application using the appropriate paper CAF within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

3. Timetable for admissions into Lower, Primary and Middle academies and schools

Lower/Primary:

- 3.1. In **September 2017**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2018**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

- 3.3. In **September 2017** information is sent to parents of all children in Year 4 attending a lower academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **15 January 2018**. If the child is attending a lower academy/school in Central Bedfordshire a hard copy CAF can be returned via the lower academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **9 February 2018** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each academy, foundation, trust school or voluntary aided school of every nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.
- 3.6. By **9 March 2018** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other academies and schools nominated and:
 - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.

- where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference
- 3.8. Between **12 March 2018 and 23 March 2018** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 3.10 On **12 April 2018** all middle academies and schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2018** the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a place in another Local Authority academy or school. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.12 By **30 April 2018** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **30 April 2018** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1 The national closing date for applications in the normal admissions round is **15 January 2018**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 30 April will be processed as part of the initial late allocation round and will be logged onto the database by **2 May 2018**.

- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **2 May 2018**.
- 4.4. Applications for places in other Local Authority academies or schools will be sent to those authorities by **2 May 2018**.
- 4.5. By **11 May 2018** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other academies or schools nominated and:
 - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 4.9. On **4 June 2018** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 1 May will be processed from **5 June 2018**.

5. **Waiting Lists**

- 5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2018/19** for Community and Voluntary controlled schools. Waiting lists for academies and schools who are their own admission authority (Foundation, Trust and VA) may operate different waiting list arrangements. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

6. **In-year Admissions (applications received on or after 1 September)**

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (Foundation, Trust and Voluntary-Aided schools) who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to that academy or school to process.
- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme)

will be required to determine the child's application and notify the parent and local authority of the outcome.

- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school which has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2018/19**

September 2017	Information about the Starting School and Middle Transfer process issued.
15 January 2018	National closing date for receipt of applications.
9 February 2018	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority academies and schools sent to those authorities.
9 March 2018	By this date, academies and foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
12 March – 23 March 2018	Between these dates information to be exchanged with other Local Authorities on potential offers.
12 April 2018	Information on pupils to be offered places will be available to schools and academies via the School Admissions Module.
16 April 2018	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
30 April 2018	Date by which parents reject the offer of a place if not required.
2 May 2018	Late applications received between 16 January and 30 April 2018 will be logged onto the database by this date.
2 May 2018	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy and applications for places in other Local Authority academies/schools will be sent to those authorities.
11 May 2018	By this date, academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
4 June 2018	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
5 June 2018	Late applications received on or after 1 May will be processed from this date.

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PROPOSED

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER ACADEMIES AND SCHOOLS**

ACADEMIC YEAR 2018/2019

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all academies and maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is here defined as any academy or maintained community, foundation, trust, voluntary-aided or voluntary controlled school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies is the academy trust. For foundation, trust and voluntary aided schools, the admission authority is the governing body.
- 1.4 This scheme will apply to all secondary and upper academies and schools in the Central Bedfordshire Council area from September 2018.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference academy or school available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Academies and Schools
 - b) Upper Academies and Schools
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
 - Secondary academy/school (Year 7), or
 - Upper academy/school (Year 9), or
- 2.4. The CAF will enable parents/carers to:
 - express a preference for up to 3 academies/schools
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the academies and schools in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) published admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary academy/school (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary academy/school, in the Local Authority area and who wish to apply for a secondary academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper academy/school (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle academy/school, in the Local Authority area and who wish to apply for an upper academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission of children outside their normal age group

- 2.9.1 Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.
- 2.9.2 Where the preference is for a Community or Voluntary Controlled school the request should be made in writing for the attention of the Admissions Manager. The Council will liaise with the Headteacher accordingly and will support their professional opinion on the case. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the

decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

- 2.9.3 For own admission schools (Foundation, Trust or Voluntary Aided) parents/carers need to make their request in writing to the Headteacher and Governing Body of the school who will then consider the request, making their decision on what they determine as in the best interests of the child. For Academies parents/carers need to make their request in writing to the academy trust via the Principal.
- 2.9.4 Requests which have been granted must be followed up by a formal application using the appropriate paper CAF within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

3. Timetable for admissions into Secondary and Upper academies and schools

Secondary:

- 3.1. In **September 2017**, information is sent to parents of all children in Year 6 attending a primary academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and hard copies of the CAF are to be submitted to the School Admissions Team by **31 October 2017**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2017** information is sent to parents of all children in Year 8 attending a middle academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **31 October 2017**. If the child is attending a middle academy/school in Central Bedfordshire a CAF can be returned via the middle academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary and Upper transfer admissions

- 3.5.1 By **1 December 2017** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each academy, foundation, trust school or voluntary aided school of every

nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.

- 3.5.2 By **5 January 2018** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.6 The School Admissions Team will match the ranked lists against the ranked lists of other academies or schools nominated.
- where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 3.7 Between **22 January 2018 and 2 February 2018** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.8 Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 3.9 On **27 February 2018** all Secondary and Upper academies and schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.10 On **1 March 2018** the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a secondary or upper academy/school place. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.11 By **15 March 2018** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the

place.

- 3.12 By **15 March 2018** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1 The national closing date for applications in the normal admissions round is **31 October 2017**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 15 March will be processed as part of the initial late allocation round and will be logged onto the database by **19 March 2018**.
- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **19 March 2018**.
- 4.4. Applications for places in other Local Authority academies/schools will also be sent to those authorities by **20 March 2018**.
- 4.5. By **27 March 2018** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is

resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.

- 4.9. On **23 April 2018** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 16 March will be processed from **24 April 2018**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2018/19** for Community and Voluntary controlled schools. Waiting lists for academies, foundation, trust and Voluntary aided schools may operate different waiting list arrangements. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, must take precedence over those on a waiting list.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (foundation, trust and voluntary aided) who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the

Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.

- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority schools who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.
- 6.7. All academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at:
www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Academies and Schools for academic year 2018/19**

September 2017	Information about the admission process issued.
31 October 2017	National closing date for receipt of applications.
1 December 2017	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority schools and academies sent to those authorities.
5 January 2018	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
22 January – 2 February 2018	Between these dates information to be exchanged with other Local Authorities on potential offers.
27 February 2018	Information on pupils to be offered places will be available to academies and schools via the School Admissions Module.
1 March 2018	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
15 March 2018	Date by which parents reject the offer of a place if not required.
19 March 2018	Late applications received between 1 November 2017 and 15 March 2018 will be logged onto the database by this date.
19 March 2018	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
27 March 2018	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
23 April 2018	Notification to be sent to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
24 April 2018	Late applications received on or after 16 March will be processed from this date.

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**Community and Voluntary Controlled schools
Proposed Admission Arrangements for Academic Year 2018/19**

Central Bedfordshire Council - Standard Admissions Policy

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The Community and Voluntary Controlled (VC) schools listed below operate the above standard admissions policy:

School	Phase	Published Admissions Number (PAN)
Aspley Guise	Lower	27
Beaudesert	Lower	55
Caddington Village	Primary	60
Caldecote VC	Lower	24
Campton	Lower	22
Chalton	Lower	15
Clipstone Brook	Lower	75
Doverly Down	Lower	30
Dunstable Icknield	Lower	60
Everton	Lower	10
Flitwick	Lower	60
Greenleas (Derwent Road)	Lower	60
Greenleas (Kestrel Way)	Lower	60
Hawthorn Park	Primary	60
Haynes	Lower	24
Heathwood	Lower	30
Hockliffe	Lower	15
Houghton Conquest	Lower	20
Houghton Regis	Primary	45
Husborne Crawley	Lower	12
Kensworth VC	Primary	15
Kingsmoor	Lower	45
Lawnside	Lower	60

Leedon	Lower	90
Linslade	Lower	45
Maulden	Lower	30
Ramsey Manor	Lower	58
Ridgmont	Lower	15
Roecroft	Lower	90
Russell	Lower	90
Shefford	Lower	90
Shillington	Lower	30
Silsoe VC	Lower	45
Slip End	Primary	24
Southcott	Lower	60
Southill	Lower	15
Stanbridge	Lower	24
St. George's	Lower	30
Stondon	Lower	30
St. Swithun's VC	Lower	30
Studham VC	Lower	15
Swallowfield	Lower	60
Templefield	Lower	60
The Mary Bassett	Lower	60
Thomas Johnson	Lower	18
Thornhill	Primary	30
Tithe Farm	Primary	60
Totternhoe	Lower	29
Watling	Lower	30
Woburn	Lower	12
Leighton	Middle	150
Potton	Middle	90

Applications for Fairfield Park Lower will be ranked according to the standard admissions criteria as mentioned above. Where a place can be offered, the following process will determine at which school site, either Dickens Boulevard or the new school site, the child will attend. Successful applicants will be notified at the time of offer which school site their child will attend. A copy of the priority areas within the school's catchment area is included within this document (see last page).

Fairfield Park Lower School	PAN: 60
<p>1.</p> <p>All 'looked after' children or children who were previously 'looked after'. <i>Looked after children in catchment will be prioritised by which priority area they are in, with those out of catchment being prioritised by straight line distance from their home address to the nearest school site to them.</i></p> <p>2.</p> <p>Children living in the catchment area with siblings at the school. <i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the new school site according to which priority area they reside in first and be ranked by their straight line distance from the designated measuring point. If children are unable to obtain a place at the site within their priority area they will be then ranked by their straight line distance to the other Fairfield Park site which is not in their priority area. Places will be allocated in accordance with this distance after allocations have been made to those in their priority area taking precedence before those from the other priority area.</i></p> <p>3.</p> <p>Children living in the catchment area. <i>Before applications in this criterion are allocated children will be prioritised for either the Dickens Boulevard or the new school site according to which priority area they reside in first and be ranked by their straight line distance from the designated measuring point. If children are unable to obtain a place at the site within their priority area they will be then ranked by their straight line distance to the other Fairfield Park site which is not in their priority area. Places will be allocated in accordance with this distance after allocations have been made to those in their priority area taking precedence before those from the other priority area.</i></p> <p>4.</p> <p>Other children with siblings at the school, please note: <i>Siblings will be prioritised for either the Dickens Boulevard or the new school site depending on which site their sibling attends and will be ranked by their straight line distance from the designated measuring point. There will be no guarantee that a sibling can attend the same school site.</i></p> <p>5.</p> <p>Children who live nearest to the school determined by straight line distance from the school site to the child's home address. <i>Places will be offered to children at either school site depending on place availability and a site will be randomly selected.</i></p>	

The following Voluntary Controlled schools operate a variation to the standard admissions policy above and their admissions criteria is detailed below:

Dunton VC Lower School		PAN: 15
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
St. Andrew's VC Lower School		PAN: 150 (West = 90, East = 60)
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Wrestlingworth VC Lower School		PAN: 13
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Edward Peake VC Middle School		PAN: 150
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Notes:

Pupils with a Statement of Special Education Needs or Education, Health and Care Plan.

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Admissions Criteria

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions of Admissions Criteria:

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

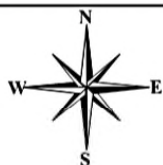
A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point.



Shefford Lower School and War Memorial



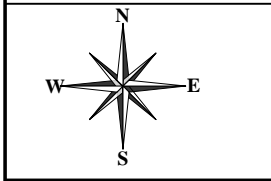
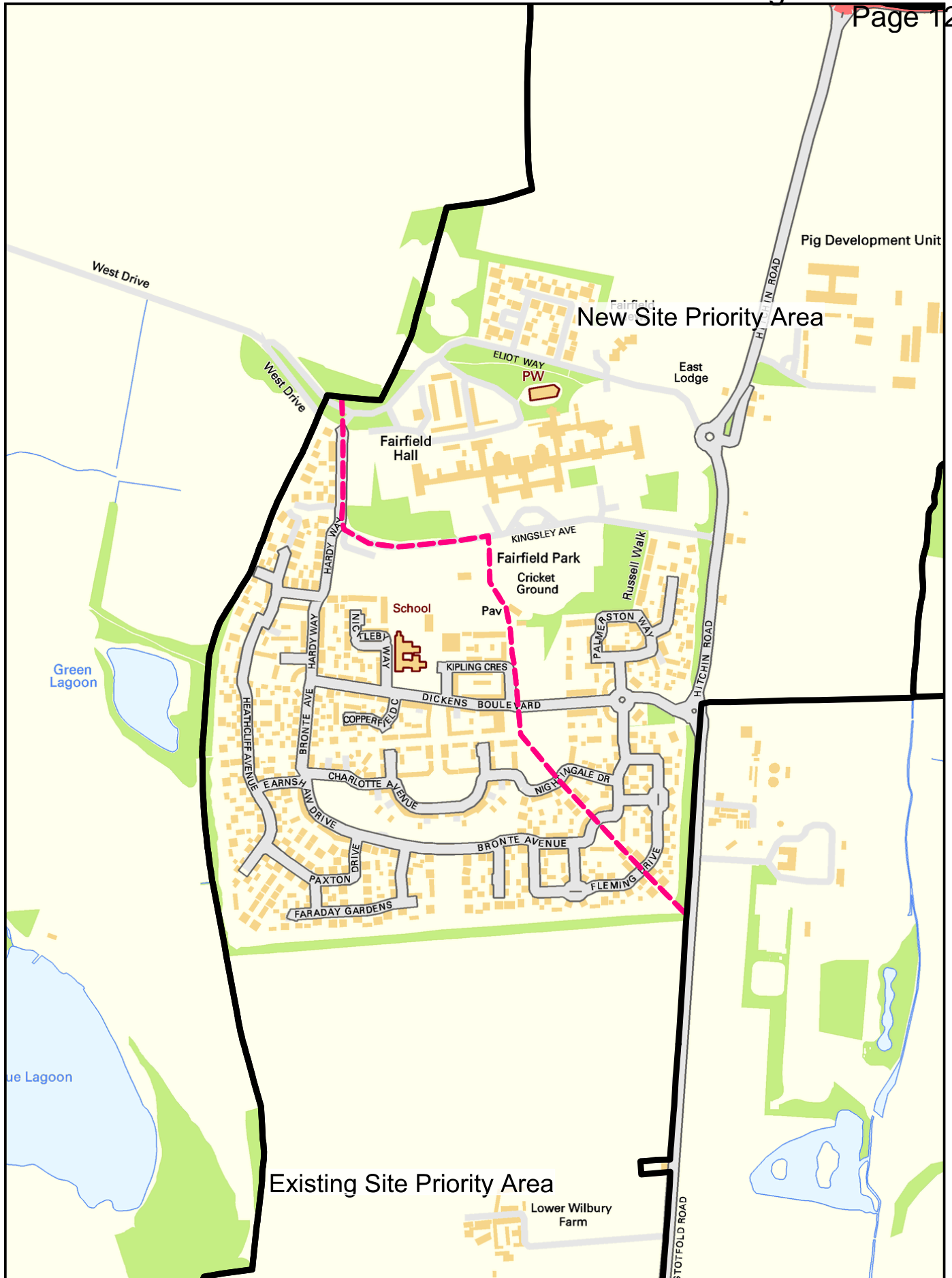
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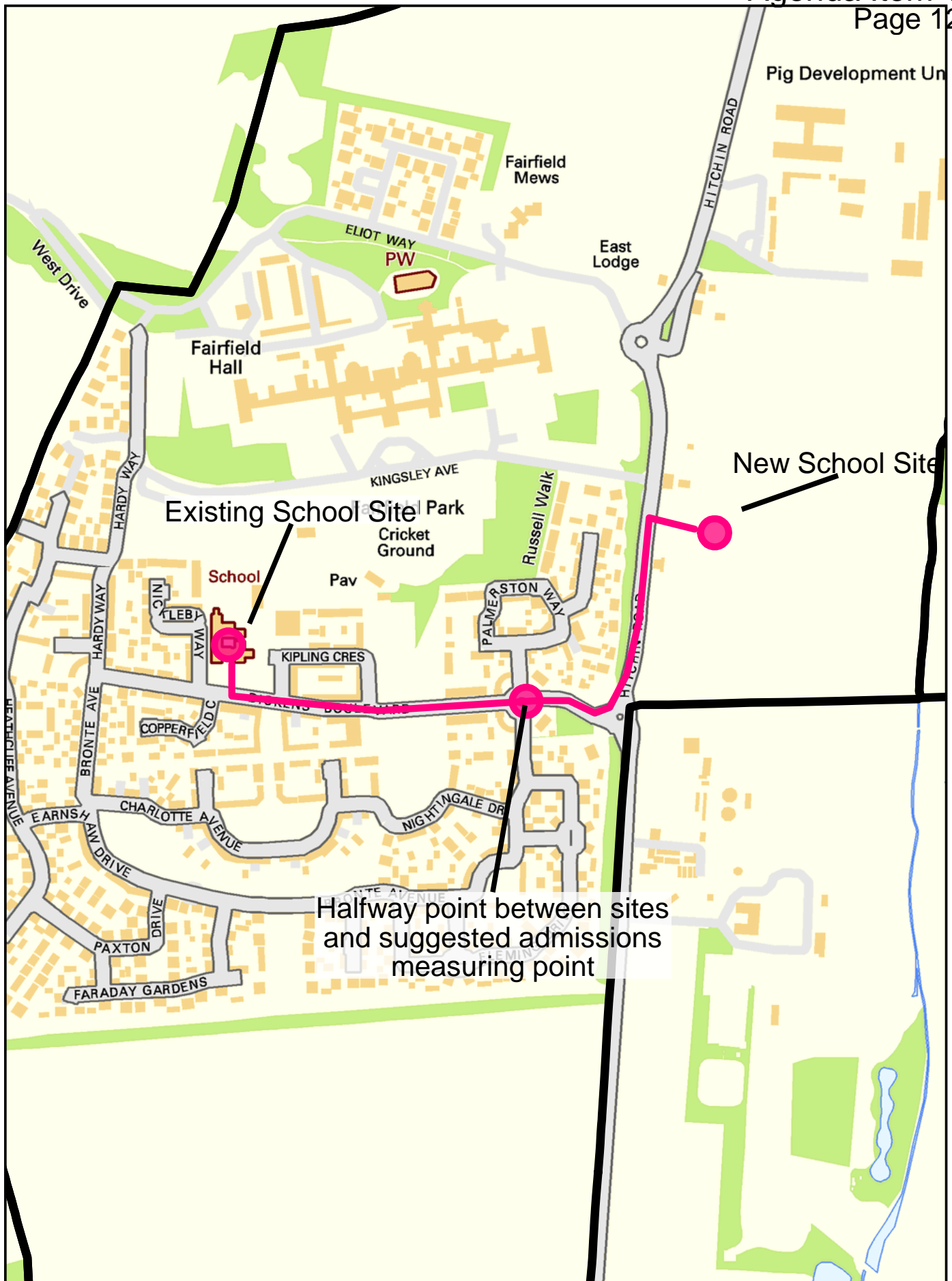
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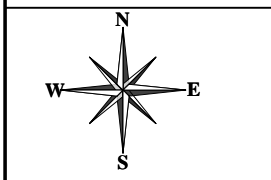
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Fairfield Lower School, suggested admissions measuring point



Date: 07 April 2016

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Confirmation of religious affiliation – Church of England Schools

Please complete this form if you are applying for the any of the following schools
on religious/faith grounds:

Manshead School, Edward Peake CofE Middle, Henlow CofE Academy, Holywell Middle, Ashton St. Peter’s Primary, Clifton All Saints Academy, Dunton VC Lower School, John Donne Lower, Meppershall CofE Academy, Northill Lower, Pulford Lower, St. Andrew’s Lower (both East and West), St. Leonard’s Lower, St. Mary’s CofE Academy, St. Mary’s Lower (Clophill), Sutton Lower, Thomas Whitehead Primary, Wrestlingworth Lower

To be completed by the parent/carer:

Child’s surname _____ Child’s name _____

Date of birth____/____/____

Address _____

School preferences (1) _____

(2) _____

(3) _____

To be completed by Priest, Minister or Faith Leader:

I can confirm that (name(s) of parent/carer) _____

Is/are a member/practising member of the following congregation/place of worship and meets the criteria for admission to _____ (name of school/s)

Name of priest/minister/faith leader _____

Name of congregation/place of worship _____

Christian denomination or religious faith _____

Signature of priest/minister/faith leader _____

Date _____

Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: admissions@centralbedfordshire.gov.uk



Confirmation of religious affiliation – Catholic Schools

Please complete this form if you are applying for the any of the following schools **on religious/faith grounds:**

St. Mary’s Primary (Caddington), St. Vincent’s Primary

If your application for a place at the above Catholic primary schools is on religious grounds because your child has been baptised or enrolled in a catechumenate programme you must provide a copy of their baptismal certificate or your priest must confirm enrolment in the programme.

To be completed by the parent/carer:

Child’s surname _____ Child’s name _____

Date of birth____/____/____

Address _____

School preferences (1) _____

(2) _____

(3) _____

I have attached a copy of my child’s baptismal certification: Yes No

To be completed by Priest, Minister or Faith Leader:

I can confirm that (name(s) of parent/carer) _____

The family of this child is a practising Catholic family

The child is not baptised but is enrolled in a catechumenate programme

I support this application

Name of priest/minister/faith leader _____

Name of congregation/place of worship _____

Christian denomination or religious faith _____

Signature of priest/minister/faith leader _____

Date _____

Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: admissions@centralbedfordshire.gov.uk

Children Services Overview and Scrutiny Committee

2016/17 Budget Monitoring Q1 – April to June 2016

Revenue

Key points to note (see link to the Executive report for details):

- The 2016/17 forecast outturn is to overspend by £279k after £295k use of Children's Services and £90k use of Corporate Earmarked Reserves.
- The overspend relates to Children with Disabilities and is due to an additional five out of area placements made since the budget build took place for 2016/17. Mitigating action has been taken within the directorate to reduce the original forecast overspend of £365k to £279k. Out of area placements are made as a last resort when a high level of short break provisions can no longer meet the need and safeguard the child and/or their family.
- Total debt for Children's Services is £682k of which £45k is debt over 61 days. Invoices for the Long Term Absence Pool were sent to schools in June which has increased the debt (£338k) as Schools have applied a 30 day payment settlement.

Slide 1

Revenue

A number of risks (£569k) have been identified that could adversely affect the forecast overspend outturn position and these have been placed on the risk register as possible overspends in 2016/17.

- Parent and Baby Units – due to one high cost placement from April to June, the budget has already been fully committed. The 2016/17 budget provided for 23 weeks of an average cost placement.
- Independent Foster Agencies – the budget allows for 58 placements currently there are 66, mitigating action is being investigated.
- All rights exhausted UASC, currently there are six, any increase could cause a pressure in 2016/17.
- Increase in number of UASC's if the Home Office grant is insufficient to cover all costs. Interpreting costs have been estimated at £2.5k per individual and work continues to assess any potential overspend.
- Increase in remand costs, four were admitted in June, possible overspend if number continues to increase at this rate.
- Intake & Assessment – Families with no recourse to Public Funds
- Children with Disabilities occupational therapy and related equipment

Revenue

Offsetting these risks are a number of upsides (£297k):

- £268k reduction in the number of Special Guardianship Orders, Adoption Allowances and Residential Orders.
- £29k Quality Assurance savings for possible vacant posts and staff opting out of the pension scheme.

Revenue Position

Key points to note (cont):

The table below indicates the upward trajectory and pressure on the budget

	Total as at June 2015	Total as at June 2016	% Increase / Decrease
Number of LAC (Excluding UASC)	256	255	(<1%)
In-House Placements	102	117	14.7%
Independent Placements	79	62	(21.5%)
Unaccompanied Asylum Seeking Children	28	58	107%
In-House Foster Placements	5	10	100%
Independent Foster Placements	10	12	20%
Semi Independent Living	13	36	177%
Total Number of LAC	284	313	10%
Special Guardianship Orders	123	133	8.1%
Child Protection Plans	180	203	12.8%
Children in Need	1482	1469	(<1%)
Number of Referrals (YTD)	856	553	(36%)

Slide 3

Revenue Provisional Outturn

	Budget	Forecast Outturn	Variance after Use of Reserves
	£'000	£'000	£'000
Director CS	496	496	0
Programme Management	223	223	0
AD – CSO	22,384	22,328	(147)
LAC Placement Costs	8,974	9,496	427
AD – C&P	3,637	3,630	(7)
AD – Education Support Services	1,532	1,612	6
Partnerships	555	680	0
Sub Total	37,801	38,465	279
DSG Contribution to Central Support	(719)	(719)	0
ESG contribution to Central Support	(637)	(637)	0
Total Children Services	36,445	37,109	279
Schools Individual Budgets	86,296	86,296	0
Supported by DSG/EFA	(86,296)	(86,296)	0
Total Schools	0	0	0
Total Children's Services	36,445	37,109	279

Capital Position

Key points to note:

- The capital budget for 2016/17 is £21.25m (£1.25m net).
- The forecast expenditure outturn position is £23.6M, £2.1M above the original Council's capital programme approved in February 2016. The forecast income has reduced to £18.7M, requiring a net contribution of £4.9M. This is mainly due to the annual review of projects within the New School Places programme reducing forecast income by £3.5M.
- All but two projects, Schools Access and Temporary Accommodation are funded wholly by grant receipts and or Section 106 that have no expenditure deadline.

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