

APPENDIX 9

Education and Children’s Services Department and Health and Social Services Department Policies, Procedures and Guidance

Reference	Page(s)	Date	Content
WD001188	92	01.01.62	HDLG “Rule with regard to Corporal Punishment”
WD005826	32–33	01.01.69	Rules at HDLG re fines, children leaving
WD002534	1	28.03.69	Example showing procedure for investigation of accident suffered by child at HDLG
WD008612		01.02.71	Memo with guidance about discipline at HDLG
WD001486	1	18.10.74	HDLG detention subject to “Home Office regulations”
WD002600	3–19	01.07.75	HDLG Rules and Regulations, including punishment, record keeping and visitors
WD004279	18–21	01.08.78	Les Chênes policy on home leave
WD004280	22–29	01.08.78	Les Chênes operation of Merit Award System
WD004272	102	01.10.78	Les Chênes admissions policy
WD004281	43–45	01.11.78	Les Chênes guidance/policy for use of secure rooms
WD002605	19	10.10.79	HDLG outline of Disciplinary Code
WD005426	75–76	12.05.80	HDLG Draft guidelines on use of “detention” or “secure” rooms
WD006212	24–25	01.10.80	HDLG Rules for use of secure rooms
WD004214	6–15	01.01.86	Les Chênes admissions policy
WD006302	113– 116	18.08.87	States of Jersey Education Committee – Child Abuse/Non-accidental injury – code of practice
WD004289	1–48	01.01.90	Les Chênes handbook – includes policies on secure accommodation and admissions among others

WD009137		01.06.91	“Child Protection Guidelines – Working Together – Inter agency procedures for the Protection of Children in Jersey”
WD000604	1–2	05.11.91	Residential Child Care Staff – Disciplinary Procedure
WD008546		22.02.94	Children’s Services Admission to Care Policy
WD008545	174– 176	13.07.94	Children’s Rights and Complaints Procedure
WD009357	1–5	01.01.96	Child Protection procedures – specifically directed towards schools
WD004658	2–7	01.01.96	Heathfield Home statement, including rules on physical force [Date estimated]
WD005230	35	01.01.97	Extract from Educational Handbook – “ <i>corporal punishment is not to be administered in schools under Education Committee Administration</i> ”
WD005384 WD005385	67–68 96	06.04.99	Correspondence with view of HSSD that although they could not find a copy of the written policy, corporal punishment was not permitted by the Education Committee [in 1986–1990].
WD008734	1–36	01.01.00	Children’s Services Policy and Procedure Manual – including procedure for managing children received into care; children missing from care; staff supervision; staff “Code of Practice”
WD009338	1–69	01.11.00	Children’s Services standards for the registration and inspection of children’s residential establishments in Jersey – Avimore, Oakwell, Heathfield, La Preference, Brig-y-Don, La Chasse, St Mark’s
WD005237	1–33	31.12.00	Child Protection Guidelines approved by the Jersey Child Protection Committee [Date estimated]
WD008960	1–5	01.01.01	TCI trainer manual/guidebook [Date estimated]

WD009349	1–12	12.08.02	Sexual Misconduct Policy for Children's Service
WD005289	69–75	01.01.03	Social Services Procedure for the Provision of Staff Supervision
WD009350	1–3	15.05.03	Note at a disciplinary hearing for a residential CCO that there is no disciplinary code of conduct and therefore the Civil Service Code was used in order to follow “good practice”
WD009226	1–25	07.05.03	Children’s Services Adoption Policies and Procedures
WD008728	2–4	01.04.04	Summary of Children’s Services policy development as at 2004. Lists the policies in place and the expected completion date for updates.
WD009035	1–5	01.07.04	States of Jersey Child Protection Committee Guidance into “Allegations against staff”
WD008591	56–83	01.08.05	Children’s Services Child Protection Procedures
WD009062		01.09.05	HSS Policy for Management of Serious or Untoward Incidents
WD009252	1–2	27.09.05	Heathfield “Behaviour Management Plan” – Deals with response to absconding. Notes that loss of family contact time will not be used as a sanction.
WD008634	98–99, 73–96	01.01.06	Protocol for Information Sharing
WD008602	140– 144	01.01.06	Children’s Executive Strategic Plan 2006–2010
WD005767	1–42	01.01.06	Greenfields policies and procedures, including complaints, visitors, child protection
WD005765	1–2	01.01.06	Greenfields Restraint Policy [date estimated]
WD005764	1–3	01.01.06	Greenfields Policy on Restraint (part 2) [date estimated]
WD005763	1–7	01.01.06	Greenfield “Grand Prix” Policy on admissions, behaviour [date estimated]
WD009052	55–70	01.08.06	Civil Service Disciplinary Policy – applied to staff

			accused of abuse [date estimated]
WD009201	1–11	01.10.06	Policy on the use of TCI
WD009203	2–12	01.10.06	HSS policy for staff safety while working alone. NB: notes that control and restraint should not be used by staff working alone
WD009220	1–23	01.11.06	Children's Service Looked After Children Procedures
WD009330	1–2	03.11.06	ESCD Policy – Procedure for disseminating sensitive information re Child Protection
WD009148	1–23	01.09.08	Children's Service Looked After Children procedures – 2005 policy revised in 2007 and reviewed in 2008
WD009194	235– 244	01.08.09	HSSD guide for users on "raising concerns/making a complaint"
WD009245	1–48	19.08.09	ESCD Child Protection Policy and Guidance – updated version of 2006 policy
WD009341	1–7	01.10.09	Formal processes for determining whether a child should be taken into care and for managing subsequent placement decisions
WD009229	1–3	01.01.10	Guide for staff at La Preference to completing incident reports [date estimated]
WD009366	1	01.01.10	Greenfields policy on what to do if there are staff shortages. Notes staff shortages are not an excuse for inadequate care [Date estimated]
WD009243	1–23	01.02.10	Children's Service Looked after Children Procedures
WD009329	1–5	01.02.10	Social Services Procedure for the provision of staff supervision
WD009251	1–4	16.06.10	La Preference "Behaviour Management" – policy includes that on physical punishment, restraint and what measures are prohibited
WD009213	1–9	05.08.10	Memorandum of Understanding for investigations into criminal conduct alleged against an employee

			of States of Jersey which might cause significant damage to the reputation of the States of Jersey
WD009018		01.09.10	HSS Policy for Management of Serious or Untoward Incidents
WD009192	215– 222	01.10.10	Whistle-blowing procedure for HSSD
WD009215	1	17.11.10	Chart showing procedure re managing allegations/concerns against ESCD staff – Nov 2010
WD009244	1–162	01.02.11	JCPC Multi Agency Child Protection Procedures
WD009223	1	01.03.11	Admission policy for Brig-y-Don House [date estimated]
WD009381	1–3	01.03.11	Physical restraint policy at Brig-y-Don House
WD009340	1–6	01.03.11	Complaints and Representations Procedure at Brig-y-Don House [date estimated]
WD009164	1	01.03.11	Letter to staff about the management of concurrent internal disciplinary and criminal investigatory procedures [date estimated]
WD009253	1–5	31.03.11	Greenfields policy on physical restraint [date estimated]
WD009242	1–18	01.07.11	Multi agency organised and complex abuse procedures
WD009162	1–15	01.08.11	States of Jersey Policy on employment of people with past criminal offences
WD009193	223– 234	01.10.11	HSSD Complaints procedure – guidance for staff.
WD009337	1–13	01.01.12	Procedure for assessing and approving all prospective adopters [Date estimated]
WD009339	1–7	01.01.12	Complaints and Representations Procedure for Looked After Children – other than complaints of “significant harm” [Date estimated]
WD009219	1–22	01.03.12	Children’s Services missing from care procedures [date estimated]

WD008737	2–16	01.06.12	Example “Statement of Purpose and Function” for Home – includes extracts from policies on behaviour management, abuse and the reporting of abuse, bullying/harassment, complaints and suggestions, residents’ rights, staff supervision and report
WD009154	1–45	01.08.12	ISS Independent Reviewing Officer Handbook
WD009210	1–15	01.08.12	ISS Service Specification
WD009370	1–6	01.10.12	Policy on Fostering Panel
WD009371	1–4	01.10.12	Policy on those disqualified from fostering
WD009372	1–16	01.10.12	Policy on assessment and approval of foster carers
WD009235	1–48	01.03.13	ESCD Safeguarding policies – an overview
WD009228	1–7	01.04.13	Complex case planning processes
WD009202	2–21	01.04.13	HSS policy on “Missing from Care”
WD008729	1–8	01.05.13	Example of Home ‘Statement of Purpose and Function’. Contains extracts from policies on: dealing with complaints; behaviour management; responding to abuse; control, restraint and discipline;
WD009358	1–19	10.07.13	Information sharing agreement – MASH – between police and States of Jersey to assist with identifying and assessing risks to children's welfare
WD009383	1–19	30.10.13	Safeguarding Partnership Board Policy, procedures and practice guidance on “Safeguarding Children who run away and go missing from home or care”
WD009159	1–3	01.01.14	HSS “fit person” checks guidance [Date estimated]
WD008628	1–12	01.01.14	Multi-Agency Procedures – Safeguarding children who go missing from home or care [Date estimated]

WD009309	1-26	22.01.14	Protocol for Information Exchange between States Departments
WD009373	1-4	01.02.14	Draft policy on "exemptions to a foster carer's approval"
WD009374	1-8	01.02.14	Draft policy on "Supervision and Support of Foster Carers"
WD009375	1-7	01.02.14	Draft policy on "Review of Foster Carers"
WD009376	1-11	01.02.14	Draft policy on "Allegations Against Foster Carers"
WD009377	1-4	01.02.14	Draft policy on "Employees who wish to become Foster Carers" – NB: rarely appropriate for member of staff to become foster carer for child with whom they have professional contact
WD009356	1-17	01.06.14	Multi Agency Child Death Policy
WD009312	1-23	04.11.14	Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers
WD009212	1-17	13.01.15	States of Jersey safe recruitment policy for work with vulnerable people including children

