



Department
for Education

Social Workers in Schools and Designated Safeguarding Lead Supervision – AY 22/23 continuity grant

Application guide

May 2022

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1. Executive Summary

On 23 May 2022, the department announced that continuity funding will be made available to the 42 local authorities (LAs) that have participated in the Social Workers in Schools (SWIS) and Designated Safeguarding Lead Supervision (DSLS) trials. The trials, which have been delivered by What Works for Children's Social Care (WWCSC), have been taking place since September 2020 and are concluding at the end of AY 21/22, with the main evaluation reports due for publication in early 2023.

The trials are designed to improve the social care and academic outcomes of children with a social worker through strengthened interagency working between social workers and schools – taking forward a key commitment from the Children in Need Review (2019) to build the evidence base for effective support in and around school. Feedback from participants in the trials has been overwhelmingly positive, with reports of strengthened interagency working between social workers and schools, more rapid referrals and assessments, and effective support for school staff in managing the significant risk involved in safeguarding their pupils, as well as positive impacts on attendance, attainment, behaviour, and exclusions.

Funding will therefore be made available to LAs to support ongoing delivery of these practice models during AY 22/23 (from September 2022 to August 2023 on the basis of demonstrating effectiveness of implementation against the criteria outlined in this guidance and as demonstrated through their applications.

This guidance should be read alongside the **SWIS and DSLS AY 22-23 continuity grant application form**. LAs interested in receiving funding to continue the SWIS and DSLS models should complete and submit the application by the deadline of 23:59, Wednesday 29 June 2022.

Objective

This funding will continue delivery of the SWIS and DSLS interventions, during AY 22/23, in LAs where they have already been successfully implemented as part of the WWCSC trials – with an aim to achieve the following outcomes.

Outcomes

1. **Outcome 1 – maintain and further build the first-hand experience and expertise of SWIS and DSLS social workers, as developed over the past one to two years.** It is highly desirable to keep the current practitioners in post delivering these models.

2. **Outcome 2 – continue to develop and share lessons learnt through a community of practice**, to share best practice on implementation and maximise programme benefits.
3. **Outcome 3 – continue delivery of effective support to pupils and schools where the interventions have already been implemented**, ensuring the relationships between schools and social workers continue to be strengthened, and vulnerable children and school safeguarding staff continue to be supported.
4. **Outcome 4 – continue to gather data of outcomes**, to help further build the picture of the models' effectiveness for improving social care and academic outcomes.

Criteria

Funding for AY 22/23 will be provided on demonstration of the following criteria:

1. Effectiveness of delivery model to date, including:
 - a) benefit of the model in the LA area to date, and strength of supporting evidence; and
 - b) effectiveness of implementation in the LA; and
2. Commitment and capacity to:
 - a) make up the difference in cost of delivery to maintain the same scope and scale in AY 22-23 as in AY 21-22; and
 - b) effectively participate in Community of Practice events, taking place on a quarterly basis, including to share best practice.

This application will ask interested LAs to confirm and provide evidence to demonstrate that they fulfil these criteria.

Data reporting

LAs will be required to complete and return a data reporting template on a quarterly basis, comprising provision of assurance data, delivery data, and outcome data. Assurance data will be used to help DfE understand how the funding is being spent, and includes a financial return. Further specifics around data reporting are outlined at section 6 in the draft MOUs, at Annex A for SWIS (pg 14) and Annex B for DSLS (pg 21) of this guidance.

Community of Practice

LAs will need to ensure their SWIS and DSLS social workers attend and participate in Community of Practice workshop events held virtually on a quarterly basis. These will take a similar format as during the WWCS trials but will also involve the completion of a short survey in advance. Further specifics around Community of Practice participation are outlined at section 7 in the draft MOUs, at Annex A for SWIS (pg 16) and Annex B for DSLS (pg 22) of this guidance.

2. Funding and Eligibility

What funding is available and how will it be allocated?

Funding will be available to all LAs that have participated in the SWIS and DSLS trials to continue the delivery of the practice models from September 2022 to August 2023.

Funding is conditional with LAs needing to meet the criteria outlined in this application guidance and continue to meet the agreed expectations set out in a Memorandum of Understanding (MOU) throughout the year. Drafts of the MOUs for SWIS and DSLS are at Annex A (pg 12) and Annex B (pg 19) of this guidance, respectively.

Funding will be allocated to successful LAs through a grant awarded under Section 31 of the Local Government Act 2003. Funding for the 12-month period starting in September 2022 will be calculated as a proportion of the average monthly funding paid to respective LAs by WWCS for the cost of delivery of SWIS and DSLS during the 12-month period from April 2021 to March 2022, FY 21-22. This will be calculated at a rate of 80% for SWIS and 100% for DSLS. The difference in rate between the two models accounts for the statutory focus that is intended for SWIS, as it is expected that LAs will have allocated a budget and resources to deliver their statutory requirements irrespective of whether their social workers are deployed using the SWIS model or a more traditional approach.

Funding will be paid on a quarterly basis, with payments made in September 2022, December 2022, March 2023, and June 2023.

Who can submit an application?

For this period, only LAs that have participated in the SWIS and DSLS trials, delivered by WWCS, and that wish to continue delivering the programmes to the same schools are eligible to submit an application. These LAs are as follows:

Social Workers in schools	Designated Safeguarding Lead Supervision
<ul style="list-style-type: none">• City of Wolverhampton• Croydon• Cumbria• Devon• Ealing• Gateshead• Haringey• Harrow• Hull (Kingston Upon)	<ul style="list-style-type: none">• Blackburn• Bolton• Brighton and Hove• Bury• Croydon• Cumbria• Essex• Gateshead• Hammersmith and Fulham

<ul style="list-style-type: none"> • Lambeth • Merton • Newcastle (upon Tyne) • Salford • Somerset • Southwark • Staffordshire • Sutton • Swindon • Tameside • Tower Hamlets • Wirral 	<ul style="list-style-type: none"> • Hartlepool • Hertfordshire • Hillingdon • Kingston upon Thames • Lewisham • Manchester • Merton Council • Newcastle City (upon Tyne) • Nottinghamshire • Oldham • Richmond upon Thames • Rochdale • Salford • Stockport • Stockton-on-Tees • Sunderland • Tameside • Trafford • Walsall
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Funding beyond 22/23 AY will be subject to the final evaluation of the trials once published by WWCS and subsequent decisions on further roll-out including plans to support wider dissemination and embedding of the learning.

How should LAs use their funding?

Funding is to be used by LAs to contribute towards the payment of salaries for social workers and their managers delivering the SWIS and DSLS models. It is expected that, as a minimum, funded LAs maintain the same scale and scope of delivery as has taken place during the WWCS trials throughout AY 21/22, i.e., delivering the intervention to the same schools, at the same intensity (duration and frequency).

Funded LAs will be expected to provide data to the department covering assurance, delivery and outcomes on a quarterly basis, work towards identifying, embedding, and sharing good practice, and participate in virtual community of practice events on a quarterly basis. Funding payments will be conditional, dependant on providing the department with a completed reporting template in line with a set timetable.

The specific expectations for funding use are outlined in the draft MOUs for SWIS and DSLS, which are at Annex A (pg 12) and Annex B (pg 19) of this guidance, respectively. Successful LAs will be expected to sign and follow throughout the AY 22/23.

3. Application Process

How to apply

The application period will open from 31 May 2022 and will close at 23:59pm on 29 June 2022.

Key dates and deadlines for the application process are set out in the table below.

Milestones	Dates
EOI opens	31 May 2022
EOI closes	29 June 2022
Assessment of EOI applications	from 30 June 2022
Decision announced	w/c 18 July 2022

Completing your application

Please complete the accompanying EOI application form, drawing on the further information and prompts provided. Please adhere to the stated word limits, as your response beyond the word limit will not be considered.

A number of local authorities have participated in both SWIS and DSLS programmes. **Local authorities wishing to apply for funding to support continuation of both should complete and submit separate application forms for each programme.**

Submitting your application

Please email a single MS Word document version (one for each DSLS/SWIS programme bid) of your completed application, along with any additional supporting documentation as separate attachments, to **CIN.EVIDENCEANDPRACTICE@education.gov.uk**.

Your '**LA name**' followed by '**SWIS DSLS AY 22-23 EOI**' should be included in the email "subject" field when submitting your application.

When you have sent the department your application form, you will receive an email response within two working days letting you know that your application has been received.

4. Assessing the application and next steps

The selection process will identify suitable LAs based on demonstration of how the programmes have been delivering benefits in their areas to date and meeting criteria and expectations for ongoing funding and participation. To be successful, LAs must clearly demonstrate through their EOI that, as a minimum, they have the capacity to continue the programmes throughout AY 22-23 at the same level of scope and scale delivered during AY 21-22.

EOI application criteria

A. Commitment and capacity. This will seek confirmation of the local authority's ability to meet the expectations for delivery, including reporting and community of practice participation, underpinned by a Memorandum of Understanding (MOU) (see the draft MOUs for SWIS and DSLS, at Annex A [pg 12] and Annex B [pg 19] of this guidance, respectively). **Responses will be assessed as either meeting or not meeting the requirement (pass or fail) for each question, as set out in the EOI form:**

- 1) Acknowledgement that successful applicants will receive funding based on the amount received in FY 21-22, 80% for SWIS and 100% for DSLS, and agreement that the local authority will provide any additional funding needed to deliver the intervention effectively during the funded period to at least the same scope and scale as delivered in AY 21-22.
- 2) Adherence to basic delivery criteria for the respective intervention, as outlined in the MOU.
- 3) Agreement that the local authority will complete and return to the department delivery and outcome data and details of funding spend on a quarterly basis, as outlined in the MOU.
- 4) Commitment to effective participation in Community of Practice events taking place on a quarterly basis, including working to identify, embed, and share good practice and support new local authorities and practitioners to implement the interventions once evaluation reports are published and pending decisions on any future roll-out.

B. Effectiveness of delivery model to date. This will assess the extent to which the programme has been achieving benefits within the local authority area and schools where they have been implemented as well as the effectiveness of the structures and processes in place around the programmes to enable good and consistent results, including strong relationships between children's social care and schools, and workforce support. **Responses will be assessed using a 3-level matrix of either:**

- **Red - does not meet criteria - re-submission required;**
- **Amber - Requires additional information; or**
- **Green - Satisfies the requirement.**

Further details of the 3-level assessment matrix are set out in the EOI form. To be successful, applications will be required to be assessed as Green for all questions in this section.

1) Degree of benefit of the intervention in the local authority area to date and strength of supporting evidence, covering the following:

a) What - Articulation of observed benefits, including across social care outcomes, academic outcomes, school staff, and social work practice.

b) Evidence - Support for the "what" articulated above from a minimum of 2 different sources, that is sufficiently concrete, comprising at least specific qualitative evidence, e.g., case studies, and may be further strengthened with quantitative evidence. Evidence is also supported by articulation of how the evidence demonstrates the "what" articulated above.

c). How - Articulation of the (reasonably likely) mechanism by which the intervention or the specifics of the approaches are the (reasonably likely) cause of the benefit(s)/effectiveness.

2) Effectiveness of role implementation in the local authority, including:

- clearly defined objectives and responsibilities;
- clearly defined statutory caseload levels;
- clearly established ways of working with:
 - schools,
 - SWIS team colleagues, and
 - other teams within the LA's children's social care services; and
- effective approach to identifying, improving, and embedding best practice

covering the following:

a) What - Articulation of effective approach to role implementation and effective approach to identifying, improving, and embedding best practice.

b) Evidence - Support for the "what" articulated above, that is sufficiently concrete, comprising at least either specific qualitative evidence, e.g., case studies, or documentary evidence, e.g., lessons learnt, MOUs, policy documents, and may be further strengthened with quantitative evidence. Evidence is also supported by articulation of how the evidence demonstrates the "what" articulated above.

c) How - Articulation of the (reasonably likely) mechanism by which the specifics of the approaches are the (reasonably likely) cause of the benefit(s)/effectiveness.

Selection process

The selection process aims to maximise the number of local authorities that can receive funding provided they meet the criteria, enabling a significant core of effective practice model continuation.

- Step 1: Pass/fail criteria questions (A. Commitment and capacity) in the application form will be evaluated. All bids that pass step 1, will go on to step 2.
- Step 2: Scored questions (B. Effectiveness of model delivery to date) in the application form will be assessed. To pass step 2, a bid must be assessed as Green across all questions.

The assessment panel

Applications received will be evaluated by an assessment panel within DfE.

Application outcome

The bidding officer from each LA will be notified of the outcome of their application by email in July 2022, and successful LAs will be issued a formal grant funding agreement that will set out the terms and conditions of the grant, accompanied by the MOU. This should be agreed and signed by the Director of Children's Services or equivalent in the local authority.

Drawing of funding

Grant payments to the successful LAs will be made through Section 31 of the Local Government Act 2003. Grants will be paid quarterly, in September 2022, December 2022, March 2023, and June 2023, subject to agreement to and delivery of the expectations outlined in the MOU.

Annex A – Social Workers in Schools Draft Memorandum of Understanding (MOU)

JOINT MEMORANDUM OF UNDERSTANDING

Between the Department for Education and Local Authority

For

The provision of funding from the Department for Education for continuation of the Social Workers in Schools programme

1. Purpose of this Memorandum of Understanding

- 1.1 This Memorandum of Understanding (MoU) is entered into between the Department for Education (DfE) and [*insert local authority name*], the “Local Authority” (LA).
- 1.2 This MoU provides a framework for how the LA is expected to use funding provided by DfE through a grant under section 31 of the Local Government Act 2003, and share information with DfE as they continue delivery of the Social Workers in Schools (SWIS) model, from September 2022 to August 2023, i.e., AY 22/23.
- 1.3 This MoU is not legally binding.
- 1.4 This MoU should be read in conjunction with the Grant Determination Letter issued to the LA. The Grant Determination Letter sets out the LA funding allocation and the purpose and expectations for how the funding should be spent.

2. Background on Social Workers in Schools

- 2.1 Following Government’s commitment made at the end of the 2019 Children in Need Review, the department funded a programme of intervention trials to build the evidence base of what works in and around schools to improve the social care and educational outcomes of children with a social worker. This included trialling SWIS. Building on the findings from pilots in Lambeth, Southampton, and Stockport, published in May 2020¹, a scaled up randomised controlled trial (RCT) was taken forward in 21 local authorities from September 2020.
- 2.2 The SWIS RCT that began September 2020 will conclude at the end of the 2021/22 academic year (AY 21/22), with the main evaluation report expected to be published in early 2023. While we will not know the outcome of the trials until the evaluation reports are published, feedback to date from participating schools, social workers, and local authorities has been overwhelmingly positive. While the evaluation reports are expected to provide a strong evidential foundation upon which to make decisions

¹ <https://whatworks-csc.org.uk/research-report/social-workers-in-schools-an-evaluation-of-a-pilot-in-three-local-authorities-in-england/>

about future plans for this models, where the SWIS model has presently shown to be effective, Government is keen for delivery to continue. As such, Government is making funding available to selected LAs to support continuation of delivery AY 22/23.

3. Objectives and outcomes

3.1 In AY 21/22, LAs received funding from What Works for Children’s Social Care (WWCSC) to cover the salaries of social workers and their managers to deliver SWIS as part of the RCT. While the RCT will be concluded at the end AY 21/22, the funding provided by DfE will support local authorities to continue delivery of the SWIS model where it has already been successfully implemented as part of the WWCSC trials. Through this objective, the aim is to achieve the following outcomes:

- Outcome 1 – maintain and further build the first-hand experience and expertise of SWIS social workers, as developed over the past two years. It is highly desirable to keep the current practitioners in post delivering these models.
- Outcome 2 – continue to develop and share lessons learnt through a community of practice, to share best practice on implementation and maximise programme benefits.
- Outcome 3 – continue delivery of effective support to pupils and schools where the model has already been implemented, ensuring the relationships between schools and social workers continue to be strengthened, and vulnerable children and school safeguarding staff continue to be supported.
- Outcome 4 – continue to gather data of outcomes, to help further build the picture of the models’ effectiveness for improving social care and academic outcomes.

4. Funding from the Department for Education

4.1 DfE has made funding available to selected LAs, subject to an Expression of Interest application process to confirm that LAs meet the criteria to receive funding. Funding is provided to successful LAs based on the average monthly funding paid to them by WWCSC for the programme for the period from April 2021 to March 2022, i.e., FY 21-22, at 80% of this amount. Specific funding amounts are detailed in the Grant Determination Letter.

4.2 The LA must sign and return this MOU to DfE by no later than 20 August 2022 to receive the first payment of their funding allocation.

4.3 The LA will receive funding through Section 31 of the Education Act 2002. Payments will be made in advance in 4 tranches in September 2022, December 2022, March 2023, and June 2023, dependent on meeting the delivery, reporting, and participation expectations as outlined in this MOU. A timetable for payments and reporting is at section 7 of this MOU.

4.4 As outlined in the Grant Determination Letter and further detailed in this MOU, funding is expected to be utilised solely for purposes described in the programme objectives and outcomes (section 3 of this MOU) and in line with the expectations for delivery (section 5 of this MOU), reporting (section 6 of this MOU) and participation (section 7

of this MOU). Additionally, LAs are responsible to carry out their own regularity assurance and are responsible for any fraud and other irregularities incurred with grant funding. Failure to meet the expectations will result in either a reduction in future payments or termination of the grant, as determined appropriate by DfE based on the information available to DfE.

5. Delivery

- 5.1 Funding paid to the LA from DfE under this grant is expected to be used solely for continuation of delivery of the SWIS model. Delivery is expected to comprise an uninterrupted continuation of the model, as delivered in the LA during AY 21/22, into and throughout AY 22/23. Delivery during AY 22/23 is expected to be at the same scale and scope as delivery of the model during AY 21/22.
- 5.2 While LAs may choose to increase the scale of delivery in their area, the expectation is that DfE funding under this grant will not be used for this purpose.

6. Reporting

- 6.1 DfE is asking LAs to return a completed reporting template² to DfE 4 times over the course of the year, one month in advance of each quarterly payment, starting with the second payment, as well as following the end of the academic year in September. A timetable is outlined at section 8 of this MOU.
- 6.2 As part of the reporting template, LAs are asked to:
- a) provide data covering how funding is being spent by the LA, “assurance data”, detailed at section 6.3 of this MOU;
 - b) provide data covering how SWIS is implemented in their area, “delivery data”, detailed at section 6.4 of this MOU;
 - c) provide key metrics to measure the outcomes that the intervention is having, “outcome data”, detailed at section 6.5 of this MOU; and
 - d) confirm participation in community of practice events, as outlined a section 7.

Assurance data

- 6.3 Assurance data will be used to help DfE understand how the funding is being spent. The assurance data that DfE will ask LAs to provide, for each month in the reporting period, is as follows:
- a) forecasted spend on delivery of SWIS for the upcoming reporting period;
 - b) confirmation of the amount of funding spent on delivery of SWIS by the LA over the course of the reporting period, certified by the LA’s Chief Finance Officer under Section 151 of Local Government Act 1972 (see the timetable at section 8); and
 - c) where funding spent is less than expected, provide detail of the reason and plan for using any unspent funding over the next reporting period; amounts of unspent funding without a sufficient explanation may be deducted from future payments.

DfE will also ask the LA to provide within a reasonable timeframe any data,

² DfE will provide the reporting template to successful LAs once the outcome of the EOI has been confirmed.

information, and documents that DfE may require from LAs for monitoring and validation of and assurance over grant spend as appropriate, including the LA's independently audit annual accounts.

Delivery data

6.4 Delivery data will be used to help DfE understand how the model is being implemented in the LA. The delivery data that DfE will ask LAs to provide, for each month in the reporting period, is as follows:

- a) the number of FTE (full-time equivalent) posts employed as school-based social workers during the reporting period and details of any timespans when any of these posts were vacant;
- b) the names of participating schools, and their URNs, in which a social worker is based during the reporting period;
- c) the average number of hours per week that each school-based social worker spends physically located at each participating school during the reporting period;
- d) the number of s.17 statutory cases held by each school-based social worker where the subject is a pupil who attends a school where the social worker is based an average of at least 3 days³ per week during the reporting period;
- e) the number of s.47 statutory cases held by each school-based social worker where the subject is a pupil who attends a school where the social worker is based an average of at least 3 days⁴ per week during the reporting period;
- f) the number of pupils provided with individual support over a sustained period on a non-statutory (not s.17 nor s.47) basis by each school-based social worker where the pupil attends a school where the social worker is based an average of at least 3 days⁵ per week during the reporting period; and
- g) for each school-based social worker, the estimated proportion of time spent (as a percentage of the total time spent based at school) interacting with each of the following during the reporting period:
 - i) pupils;
 - ii) school staff;
 - iii) parents/carers of a pupil with the pupil present; and
 - iv) parents/carers of a pupil without the pupil present.

Outcome data

6.5 Outcome data will be used to help DfE understand and identify the benefits that the models are having. The outcome data that DfE will ask LAs to provide, for each month and each school in the reporting period, is as follows:

- a) number of child protection (s.47) enquiries made by participating schools during the reporting period, separated by calendar month;
- b) number of referrals to CSC made by participating schools during the reporting period, separated by calendar month;
- c) number of child in need (s.17) assessments completed following a referral made

³ Where one day entails at least the majority of time when pupils are expected to be present on school grounds.

⁴ Where one day entails at least 4 hours present in the same school.

⁵ Where one day entails at least 4 hours present in the same school.

- by participating schools during the reporting period, and action taken following the assessment, separated by calendar month;
- d) total number of pupils with a child in need plan on roll at each participating school;
 - e) total number of pupils with a child protection plan on roll at each participating school;
 - f) total number of pupils who are looked-after on roll at each participating school;
 - g) number of pupils supported by a school-based social worker that have had improvements in their attendance for each month;
 - h) number of pupils supported by a school-based social worker for which there has been indication of improved academic engagement and attainment for each month;
 - i) number of pupils supported by a school-based social worker that have had improvements in their behaviour for each month; and
 - j) number of pupils supported by a school-based social worker that were at risk of permanent exclusion but for whom that risk reduced for each month.

7. Participation in community of practice events

- 7.1 DfE is asking LAs to fully participate in community of practice events, held online (via either MS Teams or Zoom), on a quarterly basis. They will usually span 2 hours in duration. These events are seen as vital to ensuring that good practice is shared across all areas so that the models are able to be as effective as possible.
- 7.2 In addition to sharing lessons learnt and good practice, once the evaluation reports are published in early 2023, the community of practice will be a key forum to discuss, understand and embed the results. The community of practice will furthermore support development of practitioners in new local areas that decide to introduce the interventions following publication of the reports, pending the report outcomes.
- 7.3 Community of practice events will be held in line with the timetable at section 8. Attendance will be expected by at least 50% of SWIS social workers and SWIS team managers from the LA, with 100% attendance strongly encouraged.
- 7.4 There will be an expectation to both participate in discussions during the event, as well as to complete a short questionnaire in advance of the events to help inform and focus the discussion.

8. Timetable for payments, reporting, and communities of practice

- 8.1 The timetable for returning reporting templates to DfE and for DfE to make payments to LAs is as follows:

	Reporting date⁶	Reporting period⁷	Community of practice date⁸	Payment confirmation date⁹	Payment date¹⁰
1	20 August 2022	N/A - Returning the signed MOU	N/A	29 August 2022	13 September 2022
2	14 November 2022	September to October 2022	Week commencing 31 October 2022 (TBC)	28 November 2022	13 December 2022
3	13 February 2023	November 2022 to January 2023	Week commencing 30 March 2023 (TBC)	24 February 2023	13 March 2023
4	15 May 2023	February to April 2023	Week commencing 1 May 2023 (TBC)	29 May 2023	13 June 2023
5	15 September 2023	May to August 2023	To be confirmed	N/A	N/A

9. Duration of the MoU

9.1 This MoU is in place until 31 August 2023 for the purposes of activity and 15 September 2023 for reporting.

10. Confidentiality

10.1 Each party shall treat the other's confidential information as confidential and safeguard it accordingly and shall not disclose it to any other person without consent.

11. Resolution of disputes

11.1 If a dispute should arise in connection to this MoU or matters relating to it, the named Policy Contacts will together endeavour to resolve the issue. If they are unable to resolve the issue within a reasonable time, it will be referred by them for negotiation by senior officers in both organisations, who will intervene and direct a resolution.

⁶ Date by which reporting information is due to be provided by the LA to DfE in order to process the next grant payment; information must be submitted by email to CIN.EVIDENCEANDPRACTICE@education.gov.uk by 23:59.

⁷ The timespan that reporting information should cover, provided by the given reporting date.

⁸ Community of practice dates and times will be confirmed at least one month in advance.

⁹ Date by which DfE will confirm the expected upcoming payment amount with the LA, following review of the LA's reporting information return.

¹⁰ Date upon which payment is made by DfE to the LA.

12. Policy contacts

- 12.1 The Department for Education can be contacted at the following email address: CIN.EVIDENCEANDPRACTICE@education.gov.uk and an official will reply to all correspondence. In the event that the LA needs to urgently communicate with the Department for Education, the following officials will be the Policy Contacts for administration of this MoU.

<i>Name:</i>	<i>Email:</i>
Mark Rothen	mark.rothen@education.gov.uk
Matthew Biggs	matthew.biggs@education.gov.uk

13. MOU Authorisation

**Authorised to sign for and on
behalf of the Secretary of State
for Education:**

**Authorised to sign for and on
behalf of LA:**

Signature:

Signature:

Date:

Date:

Name in capitals:

Name in capitals:

Address:

Address:

Annex B – Designated Safeguarding Lead Supervision Draft Memorandum of Understanding (MOU)

JOINT MEMORANDUM OF UNDERSTANDING

Between the Department for Education and Local Authority

For

The provision of funding from the Department for Education for continuation of the Designated Safeguarding Lead Supervision programme

1. Purpose of this Memorandum of Understanding

- 1.1 This Memorandum of Understanding (MoU) is entered into between the Department for Education (DfE) and [*insert local authority name*], the “Local Authority” (LA).
- 1.2 This MoU provides a framework for how the LA is expected to use funding provided by DfE through a grant under section 31 of the Local Government Act 2003, and share information with DfE as they continue delivery of the Designated Safeguarding Lead Supervision (DSLS) model, from September 2022 to August 2023, i.e., AY 22/23.
- 1.3 This MoU is not legally binding.
- 1.4 This MoU should be read in conjunction with the Grant Determination Letter issued to the LA. The Grant Determination Letter sets out the LA funding allocation and the purpose and expectations for how the funding should be spent.

2. Background on Designated Safeguarding Lead Supervision

- 2.1 Following Government’s commitment made at the end of the 2019 Children in Need Review, the department funded a programme of intervention trials to build the evidence base of what works in and around schools to improve the social care and educational outcomes of children with a social worker. This included trialling DSLS. Building on the findings from pilots in Bolton, published in February 2021¹¹, a scaled up randomised controlled trial (RCT) was taken forward in local authorities with the Greater Manchester Combined Authority (GMCA) from September 2020. In September 2021, the GMCA RCT was continued and 3 further DSLS RCTs established in 19 new local authorities, testing the model in primary schools, as group supervision, and with a particular focus on child sexual abuse (CSA).
- 2.2 These DSLS RCTs will conclude at the end of the 2021/22 academic year (AY 21/22), with the main evaluation reports expected to be published in early 2023. While we will not know the outcome of the trials until the evaluation reports are published, feedback

¹¹ <https://whatworks-csc.org.uk/research-report/supervision-of-designated-safeguarding-leads-in-primary-schools-in-bolton/>

to date from participating schools, social workers, and local authorities has been overwhelmingly positive. While the evaluation reports are expected to provide a strong evidential foundation upon which to make decisions about future plans for these models, where the DSLS models have presently shown to be effective, Government is keen for delivery to continue. As such, Government is making funding available to selected LAs to support continuation of delivery AY 22/23.

3. Objectives and outcomes

3.1 In AY 21/22, LAs received funding from What Works for Children's Social Care (WWCSC) to cover the salaries of social workers and their managers to deliver DSLS as part of the RCTs. While the RCTs will be concluded at the end AY 21/22, the funding provided by DfE will support local authorities to continue delivery of the DSLS models where they have already been successfully implemented as part of the WWCSC trials. Through this objective, the aim is to achieve the following outcomes:

- Outcome 1 – maintain and further build the first-hand experience and expertise of DSLS social workers, as developed over the past two years. It is highly desirable to keep the current practitioners in post delivering these models.
- Outcome 2 – continue to develop and share lessons learnt through a community of practice, to share best practice on implementation and maximise programme benefits.
- Outcome 3 – continue delivery of effective support to designated safeguarding leads, and by extension pupils and schools, where the models have already been implemented, ensuring the relationships between schools and social workers continue to be strengthened, and vulnerable children and school safeguarding staff continue to be supported.
- Outcome 4 – continue to gather data of outcomes, to help further build the picture of the models' effectiveness for improving social care and academic outcomes.

4. Funding from the Department for Education

4.1 DfE has made funding available to selected LAs, subject to an Expression of Interest application process to confirm that LAs meet the criteria to receive funding. Funding is provided to successful LAs based on the average monthly funding paid to them by WWCSC for the programme during the period from April 2021 to March 2022, i.e., FY 21-22, at 100%. Specific funding amounts are detailed in the Grant Determination Letter.

4.2 The LA must sign and return this MOU to DfE by no later than 20 August 2022 to receive the first payment of their funding allocation.

4.3 The LA will receive funding through Section 31 of the Education Act 2002. Payments will be made in advance in 4 tranches in September 2022, December 2022, March 2023, and June 2023, dependent on meeting the delivery, reporting, and participation expectations as outlined in this MOU. A timetable for payments and reporting is at section 7 of this MOU.

4.4 As outlined in the Grant Determination Letter and further detailed in this MOU, funding is expected to be utilised solely for purposes described in the programme objectives and outcomes (section 3 of this MOU) and in line with the expectations for delivery (section 5 of this MOU), reporting (section 6 of this MOU) and participation (section 7 of this MOU). Additionally, LAs are responsible to carry out their own regularity assurance and are responsible for any fraud and other irregularities incurred with grant funding. Failure to meet the expectations will result in either a reduction in future payments or termination of the grant, as determined appropriate by DfE based on the information available to DfE.

5. Delivery

5.1 Funding paid to the LA from DfE under this grant is expected to be used solely for continuation of delivery of the DSLS model. Delivery is expected to comprise an uninterrupted continuation of the model, as delivered in the LA during AY 21/22, into and throughout AY 22/23. Delivery during AY 22/23 is expected to be at the same scale and scope as delivery of the model during AY 21/22.

5.2 While LAs may choose to increase the scale of delivery in their area, the expectation is that DfE funding under this grant will not be used for this purpose.

6. Reporting

6.1 DfE is asking LAs to return a completed reporting template¹² to DfE 4 times over the course of the year, one month in advance of each quarterly payment, starting with the second payment, as well as following the end of the academic year in September. A timetable is outlined at section 8 of this MOU.

6.2 As part of the reporting template, LAs are asked to:

- a) provide data covering how funding is being spent by the LA, “assurance data”, detailed at section 6.3 of this MOU;
- b) provide data covering how DSLS is implemented in their area, “delivery data”, detailed at section 6.4 of this MOU;
- c) provide key metrics to measure the outcomes that the intervention is having, “outcome data”, detailed at section 6.5 of this MOU; and
- d) confirm participation in community of practice events, as detailed at section 7.

Assurance data

6.3 Assurance data will be used to help DfE understand how the funding is being spent. The assurance data that DfE will ask LAs to provide, for each month in the reporting period, is as follows:

- a) forecasted spend on delivery of DSLS for the upcoming reporting period;
- b) confirmation of the amount of funding spent on delivery of DSLS by the LA over the course of the reporting period, certified by the LA’s Chief Finance Officer under Section 151 of Local Government Act 1972 (see the timetable at section 8); and
- c) where funding spent is less than expected, provide detail of the reason and plan for using any unspent funding over the next reporting period; amounts of

¹² DfE will provide the reporting template to successful LAs once the outcome of the EOI has been confirmed.

unspent funding without a sufficient explanation may be deducted from future payments.

DfE will also ask the LA to provide within a reasonable timeframe any data, information, and documents that DfE may require from LAs for monitoring and validation of and assurance over grant spend as appropriate, including the LA's independently audit annual accounts.

Delivery data

6.4 Delivery data will be used to help DfE understand how the model is being implemented in the LA. The delivery data that DfE will ask LAs to provide, for each month in the reporting period, is as follows:

- a) the number of FTE (full-time equivalent) posts employed as DSLS social workers during the reporting period and details of any timespans when any of these posts were vacant;
- b) the names of participating schools, and their URNs, for each phase (primary or secondary) in which supervision sessions have routinely taken place during the reporting period;
- c) the total number of 1-to-1 supervision sessions completed during the reporting period;
- d) the average duration of 1-to-1 supervision sessions during the reporting period;
- e) the total number of group supervision sessions completed during the reporting period;
- f) the average duration of group supervision sessions during the reporting period; and
- g) list of high-level topics/issues/themes covered with DSLs.

Outcome data

6.5 Outcome data will be used to help DfE understand and identify the benefits that the models are having. The outcome data that DfE will ask LAs to provide, for each month and each school in the reporting period, is as follows:

- a) number of child protection (s.47) enquiries made by participating schools during the reporting period, separated by calendar month;
- b) number of referrals to CSC made by participating schools during the reporting period, separated by calendar month;
- c) number of child in need (s.17) assessments completed following a referral made by participating schools during the reporting period, and action taken following the assessment, separated by calendar month;
- d) total number of pupils with a child in need plan on roll at each participating school;
- e) total number of pupils with a child protection plan on roll at each participating school; and
- f) total number of pupils who are looked after on roll at each participating school.

7. Participation in community of practice events

7.1 DfE is asking LAs to fully participate in community of practice events, held online (via either MS Teams or Zoom), on a quarterly basis. They will usually span 2 hours in duration. These events are seen as vital to ensuring that good practice is shared across

all areas so that the models are able to be as effective as possible.

7.2 In addition to sharing lessons learnt and good practice, once the evaluation reports are published in early 2023, the community of practice will be a key forum to discuss, understand and embed the results. The community of practice will furthermore support development of practitioners in new local areas that decide to introduce the interventions following publication of the reports, pending the report outcomes.

7.3 Community of practice events will be held in line with the timetable at section 8. Attendance will be expected by at least one DSLS social worker from the LA, with 100% attendance strongly encouraged.

7.4 There will be an expectation to both participate in discussions during the event, as well as to complete a short questionnaire in advance of the events to help inform and focus the discussion.

8. Timetable for payments, reporting, and communities of practice

8.1 The timetable for returning reporting templates to DfE and for DfE to make payments to LAs is as follows:

	Reporting date¹³	Reporting period¹⁴	Community of practice date¹⁵	Payment confirmation date¹⁶	Payment date¹⁷
1	20 August 2022	N/A - Returning the signed MOU	N/A	29 August 2022	13 September 2022
2	14 November 2022	September to October 2022	Week commencing 7 November 2022 (TBC)	28 November 2022	13 December 2022
3	13 February 2023	November 2022 to January 2023	Week commencing 6 February 2023 (TBC)	24 February 2023	13 March 2023
4	15 May 2023	February to April 2023	Week commencing 8 May 2023 (TBC)	29 May 2023	13 June 2023

¹³ Date by which reporting information is due to be provided by the LA to DfE in order to process the next grant payment; information must be submitted by email to CIN.EVIDENCEANDPRACTICE@education.gov.uk by 23:59.

¹⁴ The timespan that reporting information should cover, provided by the given reporting date.

¹⁵ Community of practice dates and times will be confirmed at least one month in advance.

¹⁶ Date by which DfE will confirm the expected upcoming payment amount with the LA, following review of the LA's reporting information return.

¹⁷ Date upon which payment is made by DfE to the LA.

5	15 September 2023	May to August 2023	To be confirmed	N/A	N/A
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9. Duration of the MoU

9.1 This MoU is in place until 31 August 2023 for the purposes of activity and 15 September 2023 for reporting.

10. Confidentiality

10.1 Each party shall treat the other’s confidential information as confidential and safeguard it accordingly and shall not disclose it to any other person without consent.

11. Resolution of disputes

11.1 If a dispute should arise in connection to this MOU or matters relating to it, the named Policy Contacts will together endeavour to resolve the issue. If they are unable to resolve the issue within a reasonable time, it will be referred by them for negotiation by senior officers in both organisations, who will intervene and direct a resolution.

12. Policy contacts

12.1 The Department for Education can be contacted at the following email address: CIN.EVIDENCEANDPRACTICE@education.gov.uk and an official will reply to all correspondence. In the event that the LA needs to urgently communicate with the Department for Education, the following officials will be the Policy Contacts for administration of this MoU.

<i>Name:</i>	<i>Email:</i>
Mark Rothen	mark.rothen@education.gov.uk
Matthew Biggs	matthew.biggs@education.gov.uk

13. MOU Authorisation

Authorised to sign for and on behalf of the Secretary of State for Education:

Authorised to sign for and on behalf of LA:

Signature:

Signature:

Date:

Date:

Name in capitals:

Name in capitals:

Address:

Address: