



# Birmingham Forward Steps e-bulletin



**September 2018**

**Welcome to issue 15**

A new academic year is here, with new challenges and new opportunities to serve Children & Families and make a real difference to the lives of the people of Birmingham. We continue to strive to give every child in Birmingham the opportunity to live life to the full.

## Service Update

### Childcare Plus

There is an updated Childcare Plus referral form and request for service form on the [BFS website](#).

### BFS Privacy Notice

The BFS Privacy Notice details what happens to the data collected by BFS and how it will be dealt with or 'processed'. This document is available on the BFS website at [www.bhamforwardsteps.co.uk](http://www.bhamforwardsteps.co.uk). We are required under data protection law now in force to be as clear and as transparent as we can about how we will use data

If there are queries from our service users about how their data is being handled please refer

them to the BFS Privacy Notice on the website. You can also refer concerns directly to the Data Protection Officer for Birmingham Community Healthcare NHS Foundation Trust – this is Ben Pumphrey, and he may be contacted at [Ben.Pumphrey@BHAMCommunity.nhs.uk](mailto:Ben.Pumphrey@BHAMCommunity.nhs.uk) or 0121 466 7033

## Children’s Centre RiO access and Update

Thank you to all staff that attended RiO training and commenced inputting. In addition to the RiO training, staff also need to complete IG training and obtain a smartcard. Until all 3 elements are completed staff will not be able to access RiO.

**RiO training** – The following refresher dates are still available for Administrative, Management and Family Support Staff:

24<sup>th</sup> September -09:00-14:00 –Gee House

23<sup>rd</sup> October -09:00-14:00 - Gee House

Please contact the training team:

Email: [ITT@bhamcommunity.nhs.uk](mailto:ITT@bhamcommunity.nhs.uk) Telephone: **0121 466 7212**

**IG training** - we have generated user names and passwords for staff in order for them to log-on and access training through the link below -

<http://bchceducation.co.uk/course/view.php?id=42>

These user names and passwords can be obtained from the Data/Administration Leads for your organisation:

<b>Barnardo’s</b>	Katherine Henkel
<b>Spurgeons</b>	Julie Iles / Pam Milton
<b>Springfield Projects</b>	Rachel Pattinson
<b>St Pauls</b>	Melanie Tovey

**Smartcards** – The flowchart attached below outlines the process for obtaining a smartcard. Verification of Identity is required in order to obtain a smartcard. A list of accepted IDs required to obtain a Smartcard is attached below.

### The accepted Identity documents are:

- 2 forms of Photo ID and 1 valid address ID

**Or**

- 2 forms of address ID and 1 valid Photo ID

### Note:

- All documents e.g. Bills, must be within the last 3 months
- No mobile phone bills or circular mail will be accepted

Please ensure the smartcard request form is signed by your organisation’s RA Sponsor (see table above for list of RA Sponsors)



BFS Smartcards and Training.pdf



FORM1 - NEW SMARTCARD REQUES



Doc 2 Verification of Identity v1.2.docx

If you have any queries, please contact the Service Support Team

Email: [bchc.servicessupport@nhs.net](mailto:bchc.servicessupport@nhs.net) Telephone: 0121 466 7111

## Glasscubes

BFS Managers, Team Leaders and Data Leads have been given access to Glasscubes, the secure document sharing area for Birmingham Forward Steps. Here you will find documents to support the successful implementation of the new service, for example; documents to support Children's Centre's RiO access, BFS service forms, and service guidelines / standard operating procedures (SOPs): <https://bfs.glasscubes.com>

## News



### Holiday Kitchen Summer Programme

We had a busy summer with the BFS launch event at the MAC, District launch events, holiday stay and plays and Holiday Kitchens across the city. Thank you to everyone who worked hard over the Summer to keep our services going.

Hall Green District launched their Holiday Kitchen Program on Saturday 28<sup>th</sup> July, at St Paul's Trust Children's Centre, Malvern Street, on the farm site. It was a resounding success with 82 children and parents attending.

Families were able to join in cooking a three course meal together, offering a variety of healthy choices including plenty of fruit and vegetables

Art & Craft was available in the farm classroom where children made their own Healthy Food Placemats. They were able to have tours of the farm where theyd handle the different animals St Paul's care for.

Active Streets provided the fun activities that got the families engaged in physical activities and the Smoothie Bike was a definite Wow factor.

The Hall Green Holiday Kitchen Programme has been delivered by St Paul's Trust and Springfield Children's Centres with a total of 39 days in total, over 4 weeks, with places for up to 40 children and parents a day.

Sessions have included: Dad's and their children (Saturday 18<sup>th</sup> Springfield); Zumba; Active Streets; Solihull Beach; Story Teller and the last event was the District launch on Thursday 23<sup>rd</sup> August at Sparkhill Park.

**Parents Comments:**

Please keep up the excellent work. I saw how happy the children were

Making pizza and desserts was a good experience

**Children's Comments:**

I enjoyed the egg & spoon race and outdoor activities.

I love Holiday Kitchen and making pizza

**Baby Club Open Day**

*"Really good service. Health Visitor was very helpful and gave me good advice, nice to see Children's Centre staff they are always welcoming"*



On the 15<sup>th</sup> of August Birmingham Forward Steps hosted their first ever Baby Club Open Day at Braithwaite Road Children's Centre. This was a great success and a perfect opportunity for children and families to find out about the new integrated service on offer, with both Early Years staff and Health Visitors on hand to ensure that Birmingham babies gets the best start in life. We will also be rolling out Baby Club in Aston this month.

**Increasing the number of HV mandated contacts**

Finch Road and Tower Hill HV Teams have been piloting Antenatal and 6-8 week clinics for universal, non-first time mothers. These clinics have been really well received by staff, as well as parents, and both teams have requested to continue with this beyond the pilots.

Plans with all three maternity centres have been agreed to address incomplete lists of antenatal notifications. The most significant progress has been with HGS, where the issued resolved is expected to prevent roughly 2000 missed notifications a year. Additionally rollout of the Antenatal Identification Tool is underway, with half of the teams having access. This tool will give team leaders and their HVs full visibility of all antenatals that sit with their team.

**Integrated Allocation Meetings & Was Not Brought Visits**

A big thank you to our teams in the Erdington, Perry Barr and Northfield Districts for trialling integrated allocation over the last 4 months. A review and feedback session was held on the 5<sup>th</sup> September at the Saffron Centre, where we shared lessons learnt, reviewed guidance and discussed what was required for successful implementation. Final guidance and flowcharts for integrated allocation meeting rollout and Was Not Brought Visits will be shared this month.

# Upcoming

We recognise there is a lot happening to successfully integrate and implement Birmingham Forward Steps. In order to share good news, key updates and upcoming priorities we will be launching a fortnightly BFS Transformation Bulletin at the end of this month.

Please contact [chanpreet.ballagan1@bhamcommunity.nhs.uk](mailto:chanpreet.ballagan1@bhamcommunity.nhs.uk) for more information about the Bulletin and if there is anything particular you would like covered.

*Working together to give every child in Birmingham an equal chance to have the best start in life so they can achieve their full potential'*



St. Paul's Community Development Trust



Working for the Community

