

Swindon Local Safeguarding Children Board (LSCB)

Job Description/Brief for LSCB Members

This is the agreed job description for Swindon LSCB members, based upon government legislation and guidance*.

Two main functions of LSCB are:

- To co-ordinate the work of agencies to safeguard children
- To ensure the effectiveness of safeguarding children in Swindon

Further detail on the functions and responsibilities of Swindon LSCB can be found in its Constitution.

Working Together to Safeguard Children 2006 states:

“3.65 The individual members of LSCBs have a duty as members to contribute to the effective work of the LSCB, for example, in making the LSCBs’ assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation. Members of each LSCB should have a clear written statement of their roles and responsibilities.”

Broadly LSCB members are expected to:

1. Attend meetings of the LSCB regularly and consistently and special meetings as and when required. The LSCB Chair monitors attendance and will follow appropriate auditing procedures.
2. Represent the views of their agency / organisation at LSCB meetings or provide a representative view from their profession.
3. Speak for their agency / organisation with authority.
4. Establish effective systems for being briefed by and providing briefings to their agency or liaison within their profession about views on safeguarding matters (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).
5. With their agency’s Safeguarding Children’s Champion, hold managers within their agency / organisation to account for that agency’s contribution to safeguarding (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).
6. Consult with relevant staff within their agency / organisation on all pertinent issues.
7. Disseminate information to relevant staff within their own agency / organisation in an appropriate and timely manner following all LSCB meetings.
8. Ensure that processes are in place for implementation.

9. Ensure the proper development of safeguarding policy both for the LSCB and for their agency / organisation.
10. Participate in / appoint representation to and liaise with one or more of the sub-groups where indicated by role.
11. Produce or ensure the production of reports to / from their agency / organisation as required. This may include participation in Serious Case Reviews (Part 8 Reviews), monitoring of standards of safeguarding practice within their agency, etc.
12. Raise issues from their agency / organisation by placing them on the appropriate LSCB, Management Group or Sub-group agenda, contributing to the setting and the achievement of Swindon LSCB's objectives.
13. Comply with and support any audit undertaken of:
 - the effectiveness of LSCB as a body
 - safeguarding practice
14. Ensure their agency's / organisation's compliance with S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools, including: -
 - that all staff are trained in child protection and safeguarding to an appropriate level
 - that their agency / organisation is aware of and complies with updated child protection procedures including effective information sharing.
 - that their agency operates safe recruitment procedures
 - the appointment of a Safeguarding Children's Champion for their agency.
15. Identify any child protection and safeguarding training needs within their agency and draw these to the attention of the LSCB.
16. Support and help arrange attendance at multi-agency training courses from within their agency.
17. Contribute to multi-agency training as appropriate.
18. Maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.
19. Promote good practice within their agency as to the appropriate levels of confidentiality that apply to child protection issues.

* Government Legislation & guidance:

- Working Together to Safeguard Children 2006
- Children Act 2004
- Education Act 2002