



Swindon Local Safeguarding Children Board (LSCB)

Constitution

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NATIONAL PROBATION SERVICE
for England and Wales



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Cruelty to children must stop. FULL STOP.



SWINDON
BOROUGH COUNCIL



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Swindon Local Safeguarding Children Board (LSCB)

Vision

“Working together to keep children safe in Swindon.”

Guiding Principles

Swindon LSCB believes that:

- *the welfare and safety of the child is paramount.*
- *we are stronger in safeguarding children if we all work together. This includes statutory and voluntary agencies and the wider communities.*
- *we should support families in bringing up their children safely, engaging with them in the wider agenda for safeguarding.*
- *we should provide an equitable, quality service to all children and their families.*
- *services should be provided which are appropriate to race, religion, culture, language, gender, sexual orientation and disability*
- *we need to be accountable for our actions, open to challenge, and to learn from practice in order to achieve continuous improvement.*
- *that procedures and processes should be open and transparent.*

These principles should underpin everyone’s approach to safeguarding children and promoting their welfare, regardless of the extent of their involvement.

Swindon LSCB will further ensure that:

- *Personal information is held confidentially and only by those who need to know.*
- *Safeguarding children is viewed in the wider context of their needs and rights.*

Constitution

1. TITLE

- 1.1.1. The Board will be known as **Swindon Local Safeguarding Children Board**. It will be referred to throughout the remainder of this document as **Swindon LSCB**.
- 1.1.2. Swindon LSCB is accountable to its member agencies, which in turn are jointly responsible for the LSCB's policies, procedures and actions.

2. REPRESENTATION

- 2.1.1. Swindon LSCB is to be composed of senior representatives nominated by each of its member agencies and professional groups. Such representatives must be of sufficient seniority to have control over or access to their agency's resources. They must be given delegated authority to make decisions to an agreed level on behalf of their agency and have access to those responsible for making the decisions for which they do not have delegated authority.
- 2.1.2. Agencies should accept responsibility for monitoring the performance of their own representatives.
- 2.1.3. Each agency representative on Swindon LSCB will be responsible for disseminating information between the LSCB and their agency and for identifying any necessary actions.
- 2.1.4. Representation on Swindon LSCB has been agreed as follows:

2.2. Core/Funding Partners

- 2.2.1. These partners are represented on the Board and at Swindon LSCB Management Group Meetings. They should have Nominated Substitutes and 100% agency attendance is expected at meetings.
 - Group Director, Children, Swindon Borough Council
 - Senior Police Officer, Swindon
 - CEO Delegated Representative, Swindon PCT
 - Designated Doctor, Child Protection
 - Designated Nurse, Child Protection
 - Designated Doctor, Child Deaths
 - Swindon & Marlborough NHS Trust Representative
 - Director of Children & Families, Swindon Borough Council
 - Head of Safeguarding, Swindon Borough Council
 - Educational Support Services, Swindon Borough Council Representative
 - Multi Agency Teams, Connexions & Early Years Representative
 - Area Service Manager, CAF/CASS
 - Area Service Manager, NSPCC
 - Probation Service Representative

2.3. Other Partners

2.3.1. These partners are represented on the Board. They should have Nominated Substitutes and 100% agency attendance is expected at meetings.

- Head of Youth Offending Team (YOT)
- Housing, Libraries and Leisure Representative
- Adult Services Representative
- Avon & Wiltshire Mental Health Partnership NHS Trust Representative
- Great Western Ambulance Service NHS Trust Representative
- Strategic Health Authority Representative
- Fire Service Representative
- Immigration Service Representative

2.4. Professional Representatives

2.4.1. These representatives provide insights from and communication with their professional bodies. However, they do not represent a single agency or organisation and may not be able to nominate a substitute.

- Primary School Headteachers
 - Secondary School Headteachers
 - College Representative
 - Special Schools Representative
 - GP Representative
 - Pharmacy Representative
 - Dental Practitioners' Representative
 - Opticians' Representative
 - Voluntary Sector Representative
 - DV Co-ordinator
-
- The chair of any LSCB sub-group not included above

2.5. Nominated Substitutes

2.5.1. Members of Swindon LSCB should ensure that a suitable **nominated substitute** is properly briefed, trained and kept up to date on LSCB issues. Members unable to attend a meeting should ensure that this nominated substitute is available. The Chair of the LSCB should be informed when a substitute will be attending. Appropriate authority to act should be vested in this substitute. It is acknowledged that, for some Professional Representatives, this may not be a realistic option.

2.6. Stakeholders

2.6.1. The Board will discharge its responsibilities for safeguarding to professional networks, partnership and communities through an annual stakeholder event. Stakeholders include:

- The Children's Trust Board
- The PCT Board
- Adult Services
- Local Authority legal services
- The Community Safety Partnership (including the Domestic Violence Forum)
- MAPPA
- The local Family Justice Council
- The local Criminal Justice Board
- The Crown Prosecution Service
- Witness Support Services
- Drugs and Alcohol Services

It will further consider other links within the wider community to enable it to fulfil its functions.

3. DISSENT AND DISAGREEMENT

3.1.1. Disagreement and dissent by Board members will be recorded. However, the final decision rests with the LSCB Chair.

4. APPOINTMENT OF CHAIR AND VICE CHAIR

4.1.1. It is the responsibility of the Local Authority, after consultation with the Board partners, to appoint the **Chair**. The Chair may be a local authority employee, such as the Group Director, Children (DCS), or the local authority Chief Executive, a senior employee of one of the Board partners, or another person contracted with or employed specifically to fulfill this role. Where the Chair is not a senior person from the Local Authority, such as the DCS or Chief Executive, they will be accountable to the Local Authority, via the DCS, for the effectiveness of their work as LSCB chair.

4.1.2. The Chair will have a crucial role in making certain that the board operates effectively and secures an independent voice for the LSCB. He or she should be of sufficient standing and expertise to command the respect and support of all partners. The Chair should act objectively and distinguish their role as LSCB Chair from any day-to-day role.

4.1.3. The **Vice-Chair** will be nominated and appointed by Swindon LSCB and will not be a representative of the same Board partner as the Chair.

4.1.4. The Vice-Chair will be appointed for the period of a year.

5. SECRETARIAT

- 5.1.1. The LSCB Business Manager will be responsible for preparing the agenda in consultation with the LSCB Chair and Management Group and for servicing Swindon LSCB, normally attending all meetings.
- 5.1.2. The Safeguarding Training Manager will also normally attend all meetings.
- 5.1.3. The LSCB Administrator will provide additional support and may attend and minutes meetings.

6. FINANCIAL PROVISIONS

- 6.1.1. For the meeting of Swindon LSCB in September each year, the LSCB Business Manager, in consultation with the Chair, will prepare a draft budget document for members to consider as part of their budgeting process for the next financial year. This report will include details on all the items and projects proposed by Swindon LSCB and its Sub-groups that will require funding.
- 6.1.2. Member agencies will allocate funds to Swindon LSCB following consideration of this report, in line with any existing agreements/ funding formula.
- 6.1.3. The LSCB Business Manager will act as budget-holder for Swindon LSCB's funds and will provide financial reports to Swindon LSCB's Management Group quarterly (May, August, November, February). As this budget is managed through Swindon Borough Council, authorisation levels will be defined according to SBC practices.
- 6.1.4. The Swindon LSCB budget will be used for
 - Administration
 - Employment costs (LSCB Business Manager, LSCB Training Officer, Administrative Support, Extra Child Protection Conference Minuting Capacity)
 - Safeguarding training
 - Any other purposes approved by the Chair and reported to Swindon LSCB

7. FREEDOM OF INFORMATION REQUESTS (FOI)

- 7.1.1. Any FOI requests about the LSCB or its sub-groups will be channelled through the Head of Safeguarding in the first instance and are to be referred to the LSCB Chair if they are in any way contentious. The LSCB Business Manager will provide support in fulfilling such requests, including circulation of necessary documents to interested parties for checking if necessary.
- 7.1.2. Swindon LSCB will be notified of all such FOI requests.

8. RESPONSIBILITIES OF SWINDON LSCB

8.1. Core Objectives

- 8.1.1. To co-ordinate the work of agencies to safeguard children and promote the welfare of children within Swindon
- 8.1.2. To ensure the effectiveness of safeguarding children in Swindon

8.2. Key Objectives by Function

8.2.1. Policies & Procedures Function

- To develop and agree local multi-agency policies and procedures for safeguarding and promoting the welfare of children in Swindon, including policies and procedures in relation to:
 - ♦ the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - ♦ training of persons who work with children or in services affecting the safety and welfare of children;
 - ♦ recruitment and supervision of persons who work with children;
 - ♦ investigation of allegations concerning persons who work with children;
 - ♦ safety and welfare of children who are privately fostered;
 - ♦ co-operation with neighbouring children's services authorities and their Board partners.
- To ensure that both single and multi-agency training on safeguarding and promoting welfare is available as needed throughout Swindon and is reaching the relevant staff.

8.2.2. Communication & Awareness Raising Function

- To raise awareness within Swindon of the need to safeguard and promote the welfare of children, encouraging involvement at all levels within the community.
- To ensure that agencies share a common understanding of how and when action should be taken to protect a child.
- To ensure that any lessons learned, either locally or nationally, are shared, understood and acted upon.
- To help develop good working relationships between different professional groups based on trust and mutual understanding.

8.2.3. Monitoring & Evaluation Function

- To oversee how well local services work together to protect children.
- To monitor and evaluate the effectiveness of both collective and individual agency arrangements for safeguarding children and promoting their welfare.

8.2.4. Function of Participating in Planning & Commissioning

- To participate in the planning of children's services in Swindon.
- To agree what is to be done to safeguard and promote the welfare of children and how this will be measured, within the framework set out in the *Children's Services Plan*.

8.2.5. Functions Relating to Child Deaths

- To collect and analyse information about all child deaths within Swindon (required from 1 April 2008).

8.2.6. Serious Case Review Function

- To carry out serious case reviews where a child has died and abuse or neglect has been confirmed or is suspected. In certain circumstances, a serious case review may also take place where a child has been very seriously harmed.

Working Together 2006 also states that:

“An LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.”

9. BUSINESS PLANNING

- 9.1.1. On behalf of Swindon LSCB, the LSCB Business Manager will co-ordinate the production of an Annual Report and Business Plan, to be approved by the LSCB, each year.
- 9.1.2. The business plan will both contribute to and derive from the framework of the local *Children’s Services Plan*.
- 9.1.3. The Swindon LSCB Annual Report and Business Plan will review progress against the objectives of the previous year, provide relevant management information on child protection and safeguarding activity in the course of the previous year and set out a ‘SMART’ work programme for the coming year.
- 9.1.4. The Swindon LSCB Annual Report and Business Plan will be made available to each member agency, Ofsted and the Regional Office of the NHS Executive.
- 9.1.5. It will also be disseminated widely through the local community as one way of publicising the work of local agencies to safeguard children and promote the welfare of children within Swindon.
- 9.1.6. It will be made available as a downloadable pdf on the Swindon LSCB Web Site.

10. MEETINGS

- 10.1.1. Meetings of the Swindon LSCB will be held quarterly.
- 10.1.2. The Swindon LSCB Management Group will meet in those months when the Board does not meet.
- 10.1.3. All the above meetings will normally be held on the second Tuesday of the month at 1.30pm.
- 10.1.4. The LSCB Chair may require a special meeting to be called at any time or at the request of an individual agency.

10.2. Quoracy – Swindon LSCB Meetings

- 10.2.1. The Board will be considered quorate if 50% of its members are present **and** at least four different agencies are represented.

10.3. Remit of Meetings of Swindon LSCB

10.3.1. The remit of Swindon LSCB meetings is primarily to oversee the work of the LSCB and will include:

- maintaining the strategic overview
- ratifying key LSCB policy decisions
- monitoring achievement of the objectives set out in the Business Plan
- responsibility for the commitment of financial and other resources
- receiving and ratifying recommendations from the Management Group around any of the above
- agreeing and overseeing the LSCB budget
- receiving Overview Reports from Serious Case Reviews

10.4. Minutes

10.4.1. The minutes of Swindon LSCB's meetings will be circulated to all members of the Board for consideration at the next meeting of the committee, to the LSCB Training Officer and to any members of the Management Group who are not Board members. A copy of these minutes will also be sent to The Children's Trust Executive Management Board.

10.4.2. Confidential information will be contained within a confidential section of the minutes.

10.4.3. A copy of the minutes of Swindon LSCB's meetings, not including the confidential section, will be made available on the LSCB web pages.

10.4.4. It is the responsibility of representatives to ensure appropriate dissemination of the information contained within the minutes within their agencies and/or to colleagues.

11. SWINDON LSCB STRUCTURE

11.1.1. To enable it to fulfil its responsibilities, Swindon LSCB has established a **Management Group** and the following **Sub-groups**:

- Serious Case Review Sub-group
- Procedures Sub-group
- Quality Assurance Sub-group
- Training Sub-group
- Media Sub-group
- Allegations and Safer Recruitment Sub-group
- e-safety Sub-group

Each of these groups has defined its membership and terms of reference (see below).

12. SWINDON LSCB MANAGEMENT GROUP

12.1. Representation - LSCB Management Group

12.1.1. Representation on the **LSCB Management Group** has been agreed as follows:

- Director of Children & Families, Swindon Borough Council
- Senior Police Officer, Swindon
- Head of Safeguarding, Swindon Borough Council
- Connexions Representative
- Designated Doctor
- Designated Nurse
- Area Service Manager, NSPCC
- Probation Service Representative
- Area Service Manager, CAFCASS
- CEO Delegated Representative, Swindon PCT
- Education Representative
- The Chairs of all LSCB Sub-groups

12.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Management Group will be nominated and appointed by Swindon LSCB.

12.1.3. The Chair and Vice-Chair will be appointed for the period of a year, after which Swindon LSCB will seek alternative nominations.

12.1.4. The LSCB Business Manager and LSCB Training Officer will attend meetings of the Management Group.

12.2. Terms of Reference - LSCB Management Group

12.2.1. To manage the business and operations of Swindon LSCB and to make recommendations to the Board.

12.2.2. To monitor Swindon LSCB's finances, by way of quarterly financial reports prepared by the LSCB Business Manager (May, August, November, February), taking any problems or issues forward to the Board.

12.2.3. To monitor the delivery of the LSCB Business Plan.

12.2.4. To monitor the progress of Serious Case Reviews (SCRs), referring any concerns to the Board. This will include:

- monitoring the SCR process and overseeing changes to this process.
- monitoring the quality of the way agencies implement this process and requesting revised documents (e.g. action plan updates) if standards are not met.
- overseeing LSCB and agency implementation of SCR action plans, ensuring that they are signed off in a timely manner and negotiating corrective action where necessary.

12.2.5. To oversee the function of all LSCB Sub-groups, providing direction and guidance. Sub-groups will provide written reports to the Management

Group according to an agreed cycle and format, with an emergency slot available for urgent matters.

- 12.2.6. To provide direction and guidance to the LSCB Business Manager and Safeguarding Training Manager (both managed by the Head of Safeguarding on behalf of the LSCB) and the LSCB Administrator (managed by the LSCB Business Manager and Safeguarding Training Manager).
- 12.2.7. To ensure that before items are taken to the Board, clear recommendations and/or proposals have been formulated.

12.3. Meetings of LSCB Management Group

- 12.3.1. The Swindon LSCB Management Group will meet in those months when the Board does not meet.
- 12.3.2. These meetings will normally be held on the second Tuesday of the month at 1.30pm.

12.4. Quoracy – Swindon LSCB Management Group Meetings

- 12.4.1. The Management Group will be considered quorate if 50% of its members are present **and** at least four different agencies are represented.

12.5. Minutes - LSCB Management Group

- 12.5.1. The minutes of Swindon LSCB Management Group meetings will be circulated to all members of the Management Group for consideration at the next meeting of the committee and to the Group Director, Children and the LSCB Chair.

13. SERIOUS CASE REVIEW (SCR) SUB-GROUP

13.1. Representation - SCR Sub-group

13.1.1. Representation on the **Swindon SCR Sub-group** has been agreed as follows:

- Head of Safeguarding, Swindon Borough Council (Chair)
- Senior Police Officer, Swindon
- Designated Doctor
- Designated Nurse
- Area Children's Services Manager, NSPCC
- Probation Service Representative
- Safeguarding & Quality Assurance Manager, SBC
- Swindon & Marlborough NHS Trust Representative

13.1.2. A **quorum** of Swindon SCR Sub-group will be constituted by 4 members.

13.2. Terms of Reference - SCR Sub-group

13.2.1. To consider, at the request of the Chair of Swindon LSCB, whether a Serious Case Review should take place, and make recommendations to the LSCB Chair who has ultimate responsibility for deciding whether or not such a Case Review should be conducted.

13.2.2. To consider, in the light of each case, the scope of the review process and draw up clear terms of reference and identify any specific expertise needed for the Overview Panel.

13.3. Meetings of SCR Sub-group

13.3.1. The Swindon SCR Sub-group will meet when needed to make a recommendation as to whether a Serious Case Review should be held.

13.4. Minutes - SCR Sub-group

13.4.1. The minutes of Swindon SCR Sub-group meetings will be circulated to all members of the SCR Sub-group and to the SCR Overview Panel, when constituted.

14. PROCEDURES SUB-GROUP

14.1. Representation - Procedures Sub-group

14.1.1. The **Swindon Procedures Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Social Work Manager
- Social Work Practitioner
- Independent Reviewing Manager or QA Manager
- Police Representative
- Head Teacher or Teacher
- Designated Nurse, Named Nurse or Health Visitor
- YOT or Probation Representative
- Voluntary Sector Member(s)
- Parent Member
- Early Years Representative
- CAMHS or Adult Mental Health Representative
- GP or Paediatrician
- Connexions Personal Advisor
- U Turn Representative

14.2. Terms of Reference – Procedures Sub-group

14.2.1. This standing committee comments and advises upon practice developments arising from new legislation, government reports or research findings.

14.2.2. Functions

- To contribute to the development of the South West Regional Child Protection Procedures.
- To maintain, develop and review inter-agency child protection procedures, protocols and practice guidance.
- To carry out work according to priorities as defined by the LSCB.
- To refer all information received in relation to practice issues to the LSCB Management and other LSCB groups as appropriate.

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group

14.3. Meetings of Procedures Sub-group

14.3.1. The Swindon Procedures Sub-group will normally meet quarterly.

14.3.2. These meetings will normally be held according to the timetable agreed for the year.

14.4. Minutes - Procedures Sub-group

- 14.4.1. The minutes of Swindon Procedures Sub-group meetings will be circulated to all members of the Procedures Sub-group for consideration at the next meeting of the committee. A copy will also be sent to Graham Titheradge in Wiltshire

14.5. Reporting to Swindon LSCB - Procedures Sub-group

- 14.5.1. All sub-groups will provide written reports to the LSCB Management Group meetings according to an agreed cycle and format.

15. QUALITY ASSURANCE SUB-GROUP

15.1. Representation - Quality Assurance Sub-group

15.1.1. The **Swindon Quality Assurance Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Social Work Manager
- Social Work Practitioner
- Independent Reviewing Manager or QA Manager
- Police Representative
- Head Teacher or Teacher
- Designated Nurse, Named Nurse or Health Visitor
- YOT or Probation Representative
- Voluntary Sector Member(s)
- Parent Member
- Early Years Representative
- CAMHS or Adult Mental Health Representative
- GP or Paediatrician
- Connexions Personal Advisor
- U Turn Representative

15.2. Terms of Reference – Quality Assurance Sub-group

15.2.1. The Quality Assurance sub-group was reformed in December 2004 to ensure a systematic means of quality assuring the child protection work being undertaken by the agencies of the LSCB.

15.2.2. Functions

- To develop an annual audit programme to evaluate multi-agency child protection, including the quality and timeliness of core groups.
- Through it's Chair, to provide quarterly reports to the LSCB on the work undertaken by the Quality Assurance Sub-group, the learning from quality audits and examples of good practice.
- To feed back learning arising from the audit of individual cases to key staff involved in those cases.

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group

15.3. Meetings of Quality Assurance Sub-group

15.3.1. The Swindon Quality Assurance Sub-group will normally meet for half a day quarterly.

15.3.2. These meetings will normally be held on the last Wednesday of the month.

15.4. Minutes - Quality Assurance Sub-group

- 15.4.1. The minutes of Swindon Quality Assurance Sub-group meetings will be circulated to all members of the QA Sub-group for consideration at the next meeting of the committee.

15.5. Reporting to Swindon LSCB - Quality Assurance Sub-group

- 15.5.1. The QA Sub-group will present a report to the LSCB Management Group according to an agreed six-monthly cycle.

16. TRAINING SUB-GROUP

16.1. Representation - Training Sub-group

16.1.1. The **Swindon Training Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Social Work Manager
- Social Work Practitioner
- Independent Reviewing Manager or QA Manager
- Police Representative
- Head Teacher or Teacher
- Designated Nurse, Named Nurse or Health Visitor
- YOT or Probation Representative
- Voluntary Sector Member(s)
- Parent Member
- Early Years Representative
- CAMHS or Adult Mental Health Representative
- GP or Paediatrician
- Connexions Personal Advisor
- U Turn Representative

16.2. Terms of Reference – Training Sub-group

‘Local Safeguarding Boards should continue to, and work within, the framework of the workforce strategy. They should manage the identification of training needs and use this information to inform planning and commissioning of training. The LSCB should check and evaluate single and inter-agency training to ensure it is meeting local needs, for example, that staff within organisations are receiving relevant training’

(Working Together 2006.)

16.2.1. Functions

- To ensure representation of statutory, voluntary, independent and private agencies whose members of staff need training on inter-agency practice on child protection issues.
- To develop, plan, deliver and evaluate training to ensure children are safeguarded.
- To ensure that identified training needs are met in context of local and national needs; *with particular reference to Serious Case Reviews.*
- To ensure that the content of the training offered is reviewed and *amended* as needed.

- To ensure training meets a high standard and is evaluated according to *national guidance and evidence based best practice/value standards*
- To ensure the delivery of non-discriminatory training.
- *To inform and respond to priorities set by the Management Group of the LSCB.*

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group

16.3. Meetings of Training Sub-group

- 16.3.1. The Swindon Training Sub-group will normally meet bi-monthly.
- 16.3.2. These meetings will normally be held at the Civic Offices.

16.4. Minutes - Training Sub-group

- 16.4.1. The minutes of Swindon Training Sub-group meetings will be circulated to all members of the Training Sub-group for consideration at the next meeting of the committee and to the LSCB Business Manager.

16.5. Reporting to Swindon LSCB - Swindon Training Sub-group

- 16.5.1. All sub-groups will provide written reports to the LSCB Management Group meetings according to an agreed cycle and format, with an emergency slot available for urgent matters.

17. MEDIA SUB-GROUP

17.1. Representation - Media Sub-group

17.1.1. The **Swindon Media Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Senior Manager, Children Services, SBC
- Communications Officer, SBC
- Services to Children & Young People Lead on Child Protection, SBC
- Police Representative
- Communications Officer, Swindon Police
- Senior Manager, PCT
- Communications Officer, PCT
- Senior Manager, S&MNHST
- Communications Officer, S&MNHST
- LSCB Business Manager

17.2. Terms of Reference – Media Sub-group

17.2.1. Functions

- To be **re-active** when unforeseen events arise.
- To be **prepared** for anticipated publicity
- To be **pro-active**, identifying good news stories / media campaigns / features to raise the profile of LSCB and get the message across.
- To be **opportunistic**, piggy backing local media contact into national events / campaigns / news stories.
- To act in a consultative capacity for LSCB project groups, including those working on the production of safeguarding resources. *It is not within the remit of this group to produce these resources.*

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group

17.3. Meetings of Media Sub-group

17.3.1. The Swindon Media Sub-group will normally meet quarterly.

17.3.2. These meetings will normally be held on the last Wednesday of the month, 9.30 a.m. at Sanford House.

17.4. Minutes - Media Sub-group

17.4.1. The minutes of Swindon Media Sub-group meetings will be circulated to all members of the Media Sub-group for consideration at the next meeting of the committee.

17.5. Reporting to Swindon LSCB - Swindon Media Sub-group

- 17.5.1. All sub-groups will provide written reports to the LSCB Management Group meetings according to an agreed cycle and format, with an emergency slot available for urgent matters.

18. ALLEGATIONS AGAINST STAFF AND SAFER RECRUITMENT SUB-GROUP

18.1. Representation - Allegations Against Staff & Safer Recruitment Sub-group

18.1.1. The **Swindon Allegations and Safer Recruitment Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Senior Manager Swindon Primary Care Trust
- HR Swindon Primary Care Trust
- Swindon Police
- HR Swindon & Marlborough NHS Trust
- SEN, Inclusion & Schools Safeguarding Advisor SBC
- SBC HR Schools
- SBC HR Children
- Governor Support Manager
- Swindon Sure Start Partnership (Early Years)
- Local Authority Designated Officer
- Swindon LSCB Training Manager
- SBC Leisure
- Capita HR
- Voluntary agencies

18.2. Terms of Reference – Allegations Against Staff & Safer Recruitment Sub-group

18.2.1. Functions

- To ensure that the policies relating to Allegations Against Staff and Safer Recruitment are embedded in all statutory and voluntary services for children and young people in Swindon
- To be **pro-active** in encouraging all service managers to undertake Safer Recruitment training
- To implement and monitor that all staff that work with children and young people have at least one member of the interviewing panel trained in safer recruitment by April 2009
- To monitor that all organisations working with children in Swindon update their recruitment procedures to take into account the learning outcomes from the safer recruitment training

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group.

18.3. Meetings of Allegations Against Staff & Safer Recruitment Sub-group

18.3.1. The Swindon Allegations Against Staff and Safer Recruitment Sub-group will normally meet bi-monthly.

18.3.2. These meetings will normally be held (to be confirmed)

18.4. Minutes - Allegations Against Staff & Safer Recruitment Sub-group

18.4.1. The minutes of Swindon Allegations Against Staff and Safer Recruitment Sub-group meetings will be circulated to all members of the Allegations Against Staff and Safer Recruitment Sub-group for consideration at the next meeting of the committee.

18.5. Reporting to Swindon LSCB - Allegations & Safer Recruitment Sub-group

18.5.1. All sub-groups will provide written reports to the LSCB Management Group meetings according to an agreed cycle and format.

19. SAFEGUARDING CHILDREN ONLINE - E-SAFETY SUB-GROUP

19.1. Representation – E-safety Sub-group

19.1.1. The Swindon e-Safety Sub-group should have membership taken from but not necessarily including all of those listed below:

- Social Care representative
- Police representative
- YOT representative
- Health representative
- Connexions representative
- Libraries representative
- SEN, Inclusion and Schools' Safeguarding Advisor
- LSBC Training Manager
- Secondary ICT Consultant, (Education ICT schools group representative)
- Primary ICT Consultant, (Education ICT schools group representative)
- Early Years Representative
- Children Services ICT Manager, (South West Grid for Learning, Swindon representative)

19.2. Terms of Reference – E-safety Sub-group

“E-safety is a child-safety issue, not a technology issue, and should be the responsibility of everyone involved in providing services to children and young people, not just ICT specialists”.

Becta Conference, February 2008.

19.2.1. Functions

- .To develop a strategy for Swindon's approach to promoting the safer use of ICT.
- To work in partnership to address specific areas of concern, particularly where children and young people may be at risk of harm.
- To co-ordinate awareness-raising training for staff, parents, carers, children and young people.
- To provide advice and support to colleagues and the community on safeguarding aspects of the use of ICT.

All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group

19.3. Meetings of E-safety Sub-group

19.3.1. The group will normally meet six times a year.

19.3.2. These meetings will normally be held according to the timetable agreed for the year.

19.4. Minutes – E-safety Sub-group

19.4.1. The minutes of the group will be circulated to all members of the group for consideration at the next meeting.

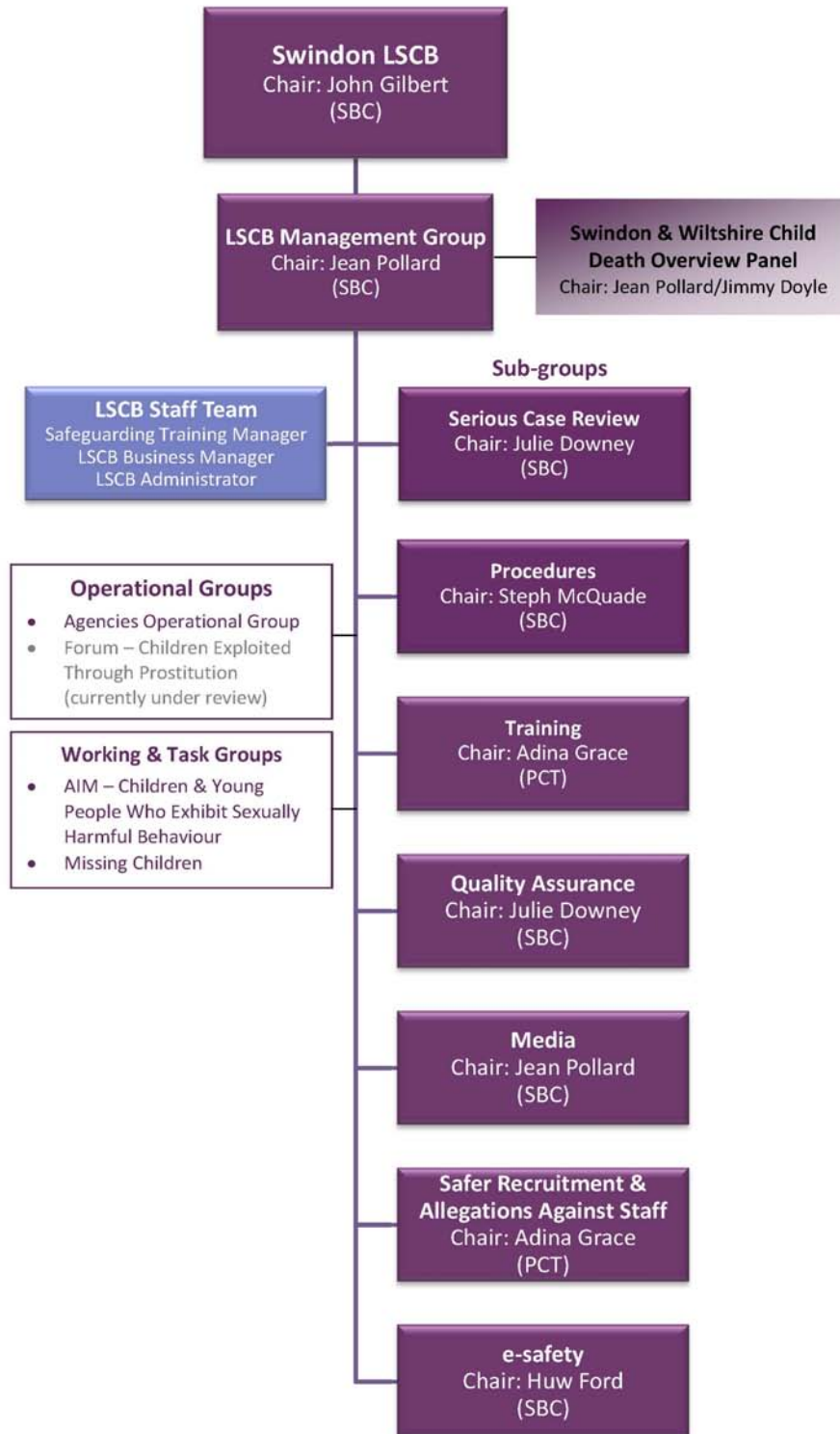
19.5. Reporting to Swindon LSCB - E-safety Sub-group

19.5.1. A written report will be provided to the LSCB Management Group Meeting according to an agreed cycle and format.

20. CONSTITUTION

- 20.1.1. This constitution was ratified on 13 June 2006 in its original form.
- 20.1.2. The current version of this constitution was presented to Swindon LSCB and ratified on 9 September 2008.
- 20.1.3. The constitution will be reviewed annually in June and amended accordingly by the Board.

Appendix 1 – Swindon LSCB Structure Diagram



Appendix 2 – Wider Children’s Trust Structure Diagram

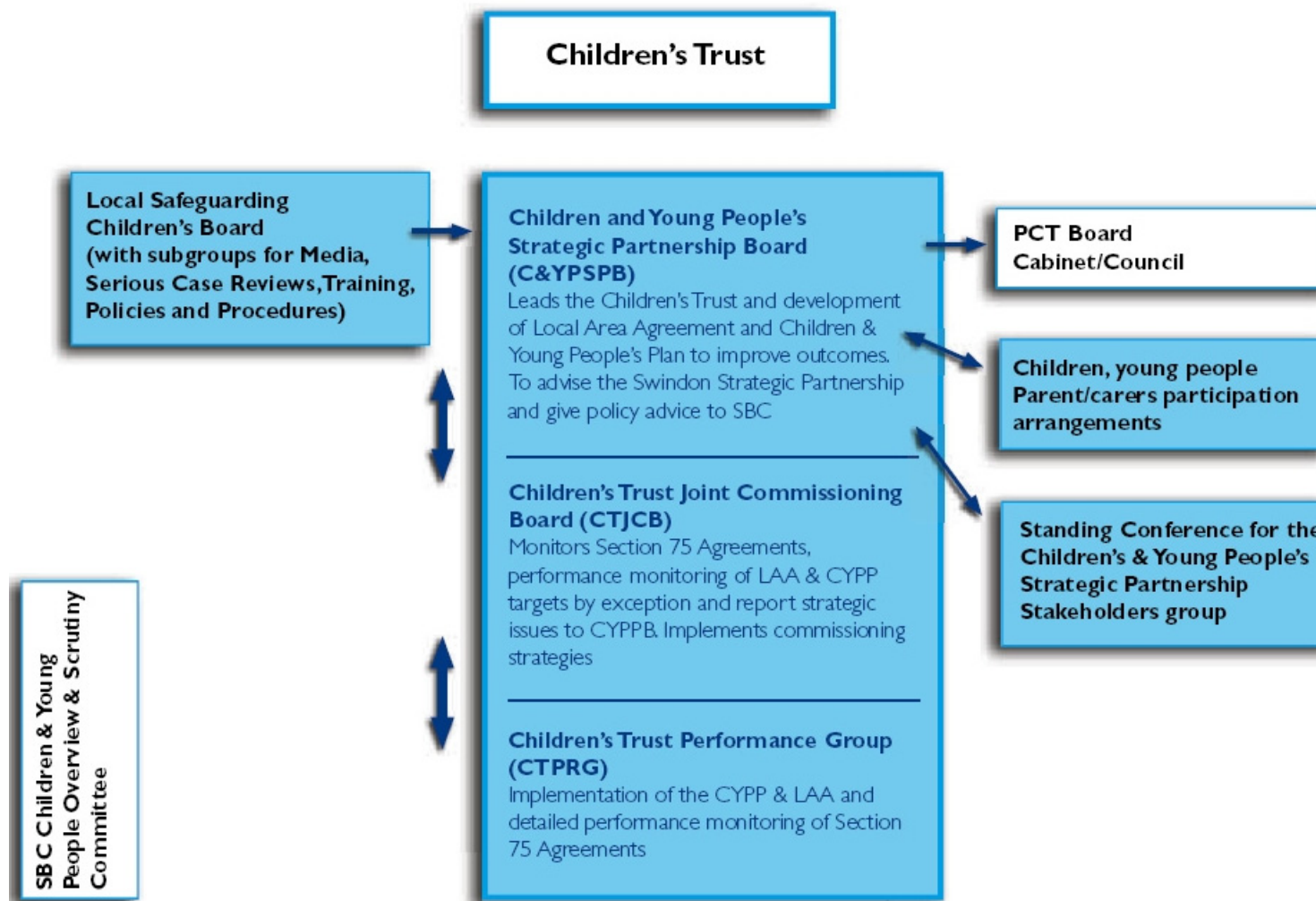


Diagram 1 represents the relationship between the different bodies. The Children and Young People's plan expands on the inter-action between the management and governance arrangements and the operational groups in Part 2 of the plan.

Appendix 3 – 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 and, where relevant, LSCB Management Group regularly and consistently and special meetings as and when required, with an agreed target of 100% attendance by member agencies through the use of designated substitutes. The LSCB Chair monitors attendance and will follow appropriate auditing procedures. Attendance reporting is a required part of the LSCB’s Annual Report.
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 or professional body 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 or professional body on all pertinent issues.
7. Disseminate information to relevant staff within their own agency, organisation or professional body 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 or professional body.

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 or professional body 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:
 - a) the effectiveness of LSCB as a body
 - b) safeguarding practice
14. Ensure their agency's / organisation's compliance with S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools, including: -
 - a) that all staff are trained in child protection and safeguarding to an appropriate level
 - b) that their agency / organisation is aware of and complies with updated child protection procedures including effective information sharing.
 - c) that their agency operates safe recruitment procedures
 - d) the appointment of a Safeguarding Children's Champion for their agency.
15. Identify any child protection and safeguarding training needs within their agency, organisation or professional body and draw these to the attention of the LSCB.
16. Support and help arrange attendance at multi-agency training courses from within their agency, organisation or professional body.
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, organisation or professional body 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

Appendix 4 – Key Supporting Documents

Statutory Instrument 2006 No.90: The Local Safeguarding Children Board Regulations 2006. HMSO (Laid before Parliament 26 January 2006. Coming into force 1 April 2006) <http://www.opsi.gov.uk/si/si2006/20060090.htm>

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, HM Government, 2006
<http://www.everychildmatters.gov.uk/socialcare/safeguarding/workingtogether/>

Children Act 1989. HMSO, London, 1989
(http://www.hmso.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm)

Children Act 2004 HMSO, London, 2004
(<http://www.hmso.gov.uk/acts/acts2004/20040031.htm>)

European Convention of Human Rights. Rome, 1950
(http://www.hrcr.org/docs/Eur_Convention/euroconv.html)

Rights of the Child. United Nations, 1989
(<http://www.unicef.org/crc/crc.htm>)

National Service Framework for Children, Young People and Maternity Services: Core Standards; Change for Children – Every Child Matters (Standard 5: Safeguarding and Promoting the Welfare of Children and Young People) Department of Health, London, 2004
(http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPAmpGBrowsableDocument/fs/en?CONTENT_ID=4094329&MULTIPAGE_ID=4867814&chk=0mXRDU)

[Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004](#)
Department for Education and Skills, 2005 - Updated March 2007