

## Swindon Local Safeguarding Children Board



# Welcome Pack For LSCB Members

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'Safeguarding Swindon's Children Together'

**Developed:** September 2006  
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## CONTENTS

<b>Swindon Local Safeguarding Children Board (LSCB)</b> .....	<b>2</b>
Foreword by Swindon Local Safeguarding Children Board Chair .....	2
What is Swindon LSCB? .....	3
<b>Safeguarding</b> .....	<b>4</b>
What is Safeguarding? .....	4
How Does Swindon LSCB Safeguard Swindon's Children? .....	4
Key Safeguarding Documents .....	5
Safeguarding Terms .....	6
<b>Working Together</b> .....	<b>8</b>
Why Work Together? .....	8
How Can Agencies Work Together? .....	8
Multi-agency Child Protection Procedures .....	8
Swindon LSCB Training .....	8
Swindon LSCB Web Site .....	9
<b>Membership &amp; Meetings</b> .....	<b>10</b>
Swindon LSCB Membership List.....	10
Swindon LSCB Meetings (including agenda & papers).....	11
<b>LSCB Board &amp; Management Group Meetings 2009</b> .....	<b>11</b>
Swindon LSCB Member Job Description .....	13
Swindon LSCB Membership Agreement.....	15
Responsibilities: .....	15
<b>Structure</b> .....	<b>16</b>
Swindon LSCB - Structure Diagram (as at April 2008) .....	16
Swindon Children's Trust Structure – the Wider Context .....	17
Swindon LSCB Management Group .....	18
Swindon LSCB Sub-groups .....	18
<b>Key Contacts for Swindon LSCB</b> .....	<b>23</b>
<b>Members' Checklist</b> .....	<b>25</b>

### **Accompanying Documents:**

Swindon LSCB Constitution

Swindon LSCB Annual Report & Business Plan

## Swindon Local Safeguarding Children Board (LSCB)

### Foreword by Swindon Local Safeguarding Children Board Chair

Welcome to the Swindon Local Safeguarding Children's Board (LSCB).

You are taking on a very important role. The importance and profile of safeguarding has rarely been more prevalent. The Board is part of the wider agenda to improve the well-being of children but clearly focused on the shared aim "To keep all children safe and promote their welfare". There is a named person from each organisation and this is to ensure the continuity and consistency that is essential to ensure the Board is effective in stopping any vulnerable child or young person "falling through the net".

Safeguarding children is everyone's business and all the partners across the different agencies in Swindon work together to ensure that we provide the best possible integrated service supporting children and families. The core duty of the Board is to co-ordinate, promote and ensure effective safeguarding of all children in Swindon. This means the Board is responsible for ensuring that agencies can work together effectively, but also the Board has a statutory function to ensure that its member agencies take into account their role in safeguarding children in all the work that they do as a single agency; including ensuring that the same approach is adopted by any body providing services on their behalf.

Members of the Board should be able to speak for their organisations with authority, commit their organisation on policy and practice matters and be able to hold their organisations to account. So each member has a duty to contribute to the effective working of the LSCB in an objective way. This duty should take precedence, if necessary, over their role as a representative of their organisation.

The partners join together to develop a Business Plan, which outlines all key priorities for the year. These priorities are funded jointly by the agencies on the Board and members must work within their own agency to ensure that there is buy-in to the Business Plan and (for those agencies that contribute) supporting the budget.

Working together we make a difference through our varied contributions to the safeguarding agenda; we have a common agenda and accountability for the safety of all children.

The LSCB ensures that there are policies and procedures to safeguard children, which are monitored and evaluated. We also ensure that there is effective training and communication. In addition we review all child deaths to ensure that any issues or trends are identified and, on occasion, commission a Serious Case Review where a child has died as a result of abuse or neglect to ensure that we learn any lessons and that any changes are implemented.

Thank you for joining the Board and we look forward to benefiting from your knowledge and experience as part of the agenda for keeping all children safe. I hope you find the induction pack a valuable resource to help to get you up to speed with a very wide brief.

Best Wishes



**John Gilbert**  
**Chair, Swindon LSCB**  
**Group Director, Children, Swindon Borough Council**

## What is Swindon LSCB?

### Background

- As part of the government's drive to improve outcomes for children, new legislation (***The Children Act 2004***) was passed in November 2004. This required that every local authority replace their Area Child Protection Committee (ACPC) with a Local Safeguarding Children Board (LSCB) by April 2006.
- The services provided by LSCB are shaped by guidance issued by the Department for Education and Skills, the Department of Health and the Home Office, notably the newly updated ***Working Together to Safeguard Children (2006)***.
- Swindon LSCB brings together all the main organisations who work with children and families in Swindon, with the aim of ensuring that they work together effectively to keep children safe. It is a multi-agency body that contributes to and operates within the framework established with partner agencies to produce the ***Swindon Children and Young People's Plan***.
- Swindon Borough Council's Children Services takes lead responsibility for the effective function of the LSCB, whilst all main constituent members are responsible for contributing fully and efficiently to its work.
- The LSCB stands alongside the **Swindon Children's Trust Board**. It has a key role in overseeing the '*Staying Safe*' outcome and both reports to and reviews the work of the Children's Trust Board.

### Brief History

- The structure for Swindon LSCB was ratified in January 2006.
- The first meeting of the Board was in March 2006.
- Swindon LSCB replaced Swindon Area Child Protection Committee (ACPC).

### What Changed?

Unlike ACPCs, LSCBs are statutory bodies, placing child protection high on everyone's agenda. All agencies have to comply with the duty placed on them by the 2004 Act to "*safeguard and promote the welfare of children*".

This means that Swindon LSCB has a responsibility to ensure that agencies are fully meeting their statutory obligations effectively and can hold them to account if they are not.

There is also a shift from 'child protection' (protecting children from harm) to a more pro-active 'safeguarding' agenda that seeks to involve the whole community in keeping children safe and promoting their welfare.

### Swindon LSCB Funding

Swindon LSCB is funded and resourced through partner agency funding contributions and assistance in kind.

The LSCB Business Manager and the LSCB Safeguarding Training Manager formally manage the pooled budget.

## Safeguarding

### What is Safeguarding?

#### Working Together 2006 states:

**Safeguarding and promoting the welfare of children** is defined as:

- *protecting children from maltreatment;*
- *preventing impairment of children’s health or development; and*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;*

*and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.*

### How Does Swindon LSCB Safeguard Swindon’s Children?

Swindon LSCB carries out its safeguarding responsibilities

- Through the involvement of a wide range of local agencies in its Board, Management Group and sub-committees to ensure multi-agency co-operation.
- Through shared multi-agency Child Protection Procedures supported by local protocols and practice guidance endorsed by the LSCB.
- By developing and running a multi-agency safeguarding training programme for those whose work involved children and young people.
- Through the effective monitoring of partner agencies’ compliance with the Children Act 2004.

## Key Safeguarding Documents

The core legislation underpinning the work of the LSCB is the **Children Act 1989** and the **Children Act 2004**, which provide a comprehensive framework for the care and protection of children whilst reflecting the principles of the **Rights of the Child** and the **European Convention on Human Rights**.

The services provided by LSCB are shaped by guidance issued by the Department for Education and Skills, the Department of Health and the Home Office, notably the newly updated **Working Together to Safeguard Children (2006)**.

Local practice is guided by the **South West Child Protection Procedures**.

- **Children's Act 1989** HMSO, London, 1989  
[www.opsi.gov.uk/acts/acts1989/Ukpga\\_19890041\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm)
- **Children's Act 2004** HMSO, London, 2004  
[www.hmso.gov.uk/acts/acts2004/20040031.htm](http://www.hmso.gov.uk/acts/acts2004/20040031.htm)
- **European Convention of Human Rights** Rome, 1950  
[www.hrcr.org/docs/Eur\\_Convention/euroconv.html](http://www.hrcr.org/docs/Eur_Convention/euroconv.html)
- **Rights of the Child** United Nations, 1989  
[www.unicef.org/crc](http://www.unicef.org/crc)
- **Working Together to Safeguard Children 2006** A guide to inter-agency working to safeguard and promote the welfare of children, HM Government 2006  
[www.everychildmatters.gov.uk/resources-and-practice/IG00060/](http://www.everychildmatters.gov.uk/resources-and-practice/IG00060/)
- **Every Child Matters: Change for Children**  
<http://www.everychildmatters.gov.uk/>
- **Safeguarding Children: The second joint Chief Inspectors' Report on Arrangements to Safeguard Children** CSCI, HMICA, The Healthcare Commission, HMIC, HMI Probation, HMI Prisons, HMCPSP, OFSTED, July 2005  
[www.safeguardingchildren.org.uk/](http://www.safeguardingchildren.org.uk/)
- **What To Do If You're Worried A Child Is Being Abused** Department of Health Publications, 2006  
[www.everychildmatters.gov.uk/resources-and-practice/IG00182/](http://www.everychildmatters.gov.uk/resources-and-practice/IG00182/)
- **The Local Safeguarding Children Boards Regulations 2006 (Statutory Instrument 2006 No. 90)**  
[www.opsi.gov.uk/si/si2006/20060090.htm](http://www.opsi.gov.uk/si/si2006/20060090.htm)
- **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  
[www.everychildmatters.gov.uk/files/FF30C3EA8250871345738CFA44EA3197.pdf](http://www.everychildmatters.gov.uk/files/FF30C3EA8250871345738CFA44EA3197.pdf)
- **South West Child Protection Procedures**  
[www.swcpp.org.uk](http://www.swcpp.org.uk)

Further links can be found on the Swindon LSCB web site in the **Resources** section:  
[www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-resources.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-resources.htm)

## Safeguarding Terms<sup>1</sup>

<b>Abuse and Neglect</b>	Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.
<b>Child</b>	Anyone who has not yet reached their 18 <sup>th</sup> birthday.
<b>Child Protection</b>	Process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
<b>Child Protection Conference</b>	A formal inter-agency meeting, following an enquiry under section 47 of the Children Act, which decides whether the child is at continuing risk of significant harm and whether the child's name is to be placed on the Child Protection Register.
<b>Child Protection Register</b>	A central register held by each local authority which lists all the children in the area who are considered to be at continuing risk of significant harm. An inter-agency child protection plan must be drawn up for each child who is registered.
<b>Core Assessment</b>	An in-depth assessment which addresses the central or most important aspects of the needs of the child and the capacity of his or her parents or caregivers to respond appropriately to these needs within the wider family and community context. It is to be undertaken where circumstances are complex and should be completed within a maximum of 35 working days.
<b>CSSR</b>	Council with Social Services Responsibilities.
<b>Initial Assessment</b>	An initial assessment of the developmental needs of each child referred to CSSR services with a request for services to be provided. This should be undertaken within a maximum of seven working days of the initial referral, but could be very brief depending on the child's circumstances.
<b>Referral</b>	A request for services to be provided by the CSSR. The response may include no action, but that itself is a decision and should be made promptly and recorded. A case becomes current only after a referral has been made.

<sup>1</sup> These definitions have been drawn from *Working Together 2006* and from Swindon Borough Council's *Integrated Children System Documentation Centre*

<b>Safeguarding and promoting the welfare of children</b>	The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.
<b>Section 17</b>	Section 17 of the Children Act 1989 imposes on every CSSR a duty to safeguard and promote the welfare of children in their area who are in need.
<b>Section 47 Enquiry</b>	Section 47 of the Children Act requires every CSSR to make enquiries about children thought to be at risk, enabling them to decide whether they need to take further action to safeguard and promote the child's welfare.
<b>Significant Harm</b>	Harm to a child who meets the criteria for an application to court under section 31 of Children Act 1989. Harm means ill-treatment, or impairment of physical or mental health, or physical, intellectual, emotional, social or behavioural development.
<b>Serious Case Review</b>	An LSCB is required to undertake reviews of serious cases when a child dies, and abuse or neglect are known or suspected to be a factor in the death. The purpose of such a review is to establish and identify lessons to be learned from the case about the way in which local professionals and organisations work together to safeguard children and to improve inter-agency working.

A more detailed glossary is available on the LSCB website:

[www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-glossary.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-glossary.htm)

## Working Together

### Why Work Together?

#### Working Together 2006 states:

*1.14 Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.*

### How Can Agencies Work Together?

- Be alert to potential indicators of abuse or neglect.
- Be alert to the risks which individual abusers or potential abusers may post to children.
- Contribute to any actions agreed by the LSCB as needed to safeguard and promote the welfare of children.
- Take part in reviewing the outcomes for the individual child against specific plans.
- Work co-operatively with parents unless this is inconsistent with ensuring the safety of the child.

### Multi-agency Child Protection Procedures

In response to Working Together 2006, Swindon is one of a number of areas that came together to develop the new, online



**South West Child Protection Procedures**. These were launched in January 2007 and can be accessed at [www.swcpp.org.uk](http://www.swcpp.org.uk).

Additional procedures and **supplementary guidance** are constantly being developed by the **South West Safeguarding and Child Protection Group** and the Swindon LSCB Procedures Sub-group. This guidance expands on the protocols and practice guidance previously included in 'The Purple Book' and will fully replace it.

Please refer to Swindon LSCB website for copies of older protocols that have not yet been replaced and for Swindon specific guidance: [www.swindonlscb.org.uk/lscb-index/lcsb-workers-home/lcsb-workers-procedures.htm](http://www.swindonlscb.org.uk/lscb-index/lcsb-workers-home/lcsb-workers-procedures.htm)

### Swindon LSCB Training

Swindon LSCB is committed to providing a comprehensive and effective training programme to agencies within Swindon.

The distinctive character of inter agency child protection training is a result of a complex web of individual professional and organisational differences and the challenging nature of child protection. Training people together can make a significant contribution to building mutually respectful and trusting relationships, which form the foundation for any partnership working.

The Swindon LSCB training programme aims to increase participants' knowledge and skills in the field of child protection to provide high-quality services and improve outcomes for children, young people and their families and carers.

Please have a look at the LSCB Training Programme on the LSCB website at [www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-training.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-training.htm).

As well as promoting this to your staff, you may want to consider attending our **Child Protection 1**, **Safer Recruitment** and **Allegations** courses.

## Swindon LSCB Web Site

The Swindon LSCB web site was launched at the LSCB Launch Conference in October 2006. You can find it at [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk).

The site brings together information for **children and young people**, information for their **families** and information for **anyone who works with them**. It also provides an overview of the responsibilities, structure and work of Swindon LSCB.

Features include:

- Menu links to information on '**What to do if you're worried a child is being abused**', both for workers and for the general public
- Signposting pages on safeguarding topics of key interest to **families and carers**, **children and young people**, including help-lines
- Information for **families and carers** about the child protection process, including downloadable copies of leaflets
- A news section, updated at least quarterly, used to highlight child protection and safeguarding issues and documents
- Downloadable copies of the Executive Summaries from Serious Case Reviews
- Links to the **South West Safeguarding and Child Protection Group** and the Multi-Agency Child Protection Procedures
- A downloadable copy of the **LSCB Annual Review and Business Plan** and Workplan (updated throughout the year)
- Interactive information about the **LSCB Training Programme**, as well as a downloadable copy of the programme and application form
- Safeguarding events listing
- Resource information on a wide range of safeguarding related topics (links to key documents and relevant sites, suggested reading, etc.)

**Please make sure your agency has a link to the LSCB website from its internal and, if possible, external websites.**

## Membership & Meetings

### Swindon LSCB Membership List

#### **CHAIR:**

John Gilbert, Group Director, Children, Swindon Borough Council

#### **VICE CHAIR:**

Mal Munday, Assistant Chief Officer, Business Development and Partnerships, Probation

#### **Swindon Borough Council: Children Services**

Jean Pollard, Director, Children & Families

Julie Downey, Head of Safeguarding

Stephanie McQuade, QA Manager, Children & Families (Chair: Procedures Sub-group)

Sara Tough, Director, Services to Children & Young People (Multi-agency Teams & Connexions)

Pam Jackson, SEN & Inclusion and Schools Safeguarding Advisor (Educational Support Services)

#### **Swindon Borough Council: Housing, Libraries & Leisure**

Mike Ash, Head of Service - Housing Strategy

#### **Swindon Borough Council: Youth Offending Team**

Kevin Leaning, Head of Youth Offending Services

#### **Swindon Primary Care Trust (PCT):**

Adina Grace, Designated Nurse for Child Protection, Assistant Director Commissioning for Children Young People & Family Services

Lynda Wearn, Deputy Director of Public Health

#### **Strategic Health Authority:**

Mandy Cox, NSF Lead

#### **Swindon & Marlborough NHS Trust:**

Sue Rowley, Director of Nursing, Executive Lead for Children's Services

Janet King, Designated Doctor for Child Protection, Swindon

#### **Great Western Ambulance Service NHS Trust:**

David Wilmot, Clinical Effectiveness Manager (Standards)

#### **Avon & Wiltshire Mental Health Partnership Trust:**

Mark Dean, Head of Safeguarding, Integrated Governance & Nursing Directorate

#### **Wiltshire Constabulary:**

Kevin Maidment, Superintendent Operations (Swindon)

#### **Wiltshire Fire & Rescue Service**

Swindon John Popowicz, Borough Commander

#### **NSPCC:**

Jeannette Chipping, Children's Services Team Manager

#### **Probation Service:**

Mal Munday, Assistant Chief Officer, Business Development and Partnerships

#### **Children & Family Court Advisory Service (CAFCASS):**

Claire McConnel, Service Manager Wiltshire

#### **Immigration Service**

tba

#### **Community Safety Partnership**

Chris Sivers

## PROFESSIONAL REPRESENTATIVES:

GP Representative: Liz Mearns  
 Pharmacy Representative: Toni Lloyd  
 Dentists Representative: Robin Mills  
 Early Years Representative: Pauline Webster  
 Primary School Headteachers: Paul Kohn  
 Secondary School Headteachers: tba  
 Colleges: Duncan Webster  
 Special Schools: Kathie Bryan  
 Voluntary Sector Representative: Stephanie Hathaway  
 DV Co-ordinator: Lin Williams

*Details of membership of the LSCB Management Group and all LSCB Sub-groups can be found on the LSCB web site, [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk) .*

## Swindon LSCB Meetings (including agenda & papers)

### Swindon LSCB Meeting Schedule

- All meetings of the **LSCB** are held on the **2<sup>nd</sup> Tuesday of the month at 1.30pm.**
- The full board meets quarterly, with the management group meeting in the months when the board does not.
- All LSCB members are expected to attend the full board meetings or to send their designated substitute (see the **LSCB Constitution**).
- Only those members also defined in the Constitution as members of the Management Group are expected to attend Management Group meetings.
- When there is a Serious Case Review, it is sometimes necessary to call a **Special Meeting of the LSCB** to receive the Overview Report. All LSCB members are expected to attend these meetings.

### LSCB Board & Management Group Meetings 2009

Date	Time	Meeting	Venue
13.01.09	1330-1630	Management Group	Function Room
10.02.09	1330-1630	Management Group	CR6
<b>11.03.09</b>	<b>1330-1630</b>	<b>LSCB</b>	<b>CR6</b>
14.04.09	1330-1630	Management Group	CR6
12.05.09	1330-1630	Management Group	Function Room
<b>9.06.09</b>	<b>1330-1630</b>	<b>LSCB</b>	<b>CR6</b>
14.07.09	1330-1630	Management Group	Function Room
<b>tbc</b>	<b>tbc</b>	<b>LSCB Business Planning Meeting</b>	<b>venue tbc</b>
11.08.09	1330-1630	Management Group	Function Room
<b>08.09.09</b>	<b>1330-1630</b>	<b>LSCB</b>	<b>CR6</b>
13.10.09	1330-1630	Management Group	Function Room
10.11.09	1330-1630	Management Group	Function Room
<b>08.12.09</b>	<b>1330-1630</b>	<b>LSCB</b>	<b>CR6</b>

You can find an up to date list of all LSCB and sub-group meetings on the Swindon LSCB website at: [www.swindonlscb.org.uk/lscb-index/lcsb-general-about/lscb-about-us-documents.htm](http://www.swindonlscb.org.uk/lscb-index/lcsb-general-about/lscb-about-us-documents.htm)

## Swindon LSCB Sample Agenda Layout

No.	Time	Item
	1.30	Arrival/Coffee
1	1.40	<i>Presentation</i>
2	2.00	<b>Apologies/Absences</b>
3	2.05	<b>Minutes of Last Meetings and Matters Arising</b>
4	2.15	<b>Communications to the Board</b>
5	2.30	<b>LSCB Business</b>
6	2.45	<b>Performance &amp; QA</b>
7	3.15	<b>Finance &amp; Resourcing</b>
8	3.40	<b>Key Project Reports</b>
9	4.00	<b>Strategic Overview</b>
10	4.20	<b>Any Other Business</b>
	4.30	<b>Finish</b>

Swindon LSCB is continuing to develop an effective meeting structure to manage its business. The agenda above is subject to re-ordering and amendment and all timings are approximate.

### Swindon LSCB Papers

- Agenda and papers are sent to all members by e-mail approximately one week before the meeting (subject to all supporting papers being received in good time by the LSCB Business Manager).
- **Please read all papers prior to the meeting – there will not be time during the meeting to go through them in detail.**
- Please bring a set of papers with you to the meeting. Unless you have made a specific request to the LSCB Business Manager more than 24 hours prior to the meeting, only one spare set of papers will be brought to the meeting.
- We request that you treat all Swindon LSCB papers as confidential.

## Swindon LSCB Member Job Description

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, available on the Swindon LSCB website at:*

*[www.swindonlscb.org.uk/lscb-index/lscb-general-about/lscb-about-us-documents.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-general-about/lscb-about-us-documents.htm)*

**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.

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\* Government Legislation & guidance:

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

## Swindon LSCB Membership Agreement

**Name & Job Title:**

**Professional Agency:**

“The individual members of LSCBs have a duty as members to ensure/contribute to the effective work of the LSCB, for example, in making the LSCBs’ assessment of performance as objective as possible, and taking the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation.” (*Working Together to Safeguard Children 5.25*)

### Responsibilities:

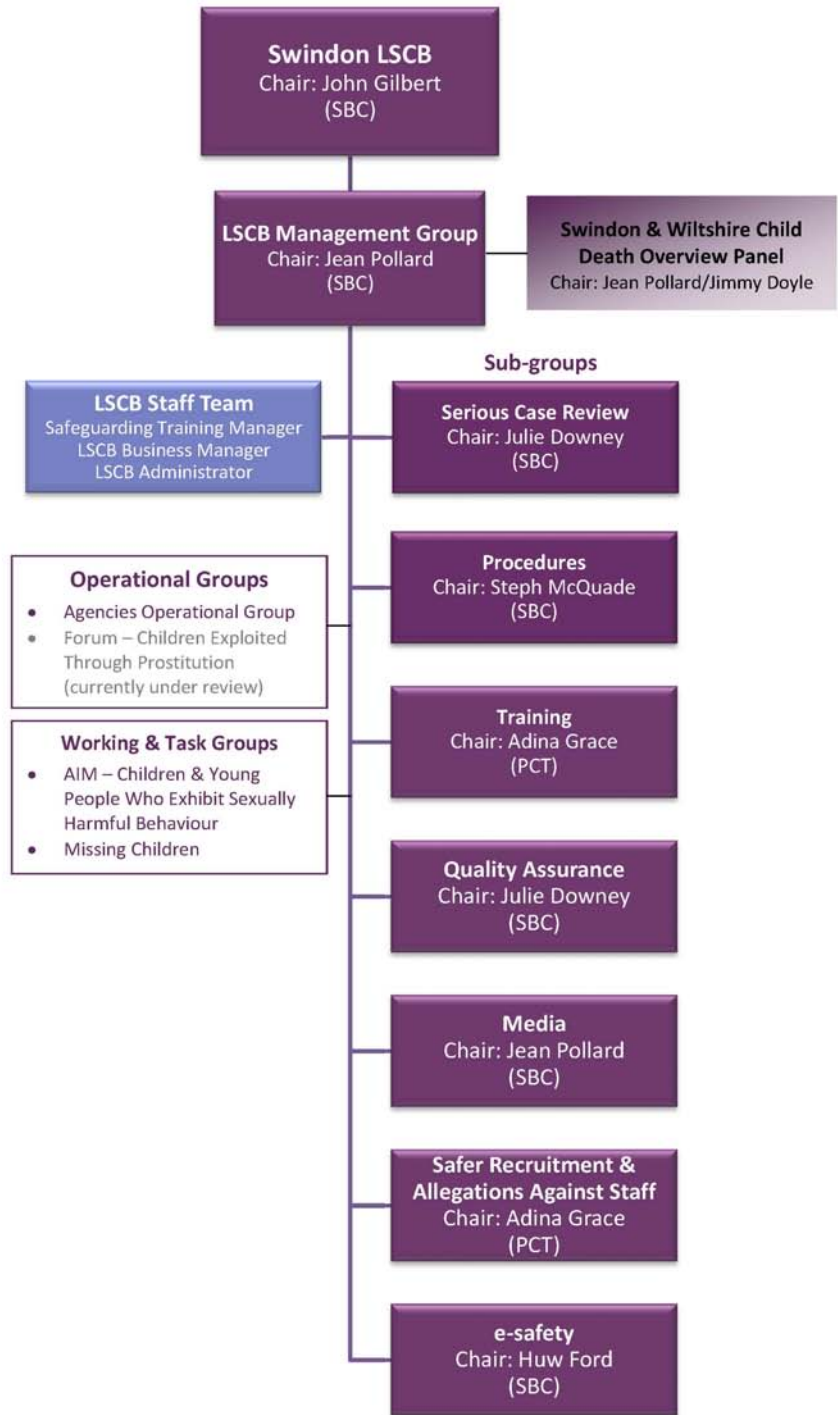
- To ensure the Board functions well, and drives forward its business plan.
- To play a part in raising awareness in safeguarding within their agency and within the wider Swindon community.
- To ensure that the outcomes for children improve in the areas of physical and mental health, protection from harm and neglect.
- To communicate effectively within their agency, between their agency and the Local Safeguarding Children Board and ensure that communication is effective within the Local Safeguarding Children Board.
- To ensure that safeguarding is satisfactory in their own organisation and that there are adequate knowledge and skills and appropriate training for staff.
- To challenge and question the practice of a member and/or their organisation for the improvement of safeguarding.

**Signature:** .....

**Date:** .....

**Structure**

**Swindon LSCB - Structure Diagram (as at April 2008)**



## Swindon Children’s Trust Structure – the Wider Context

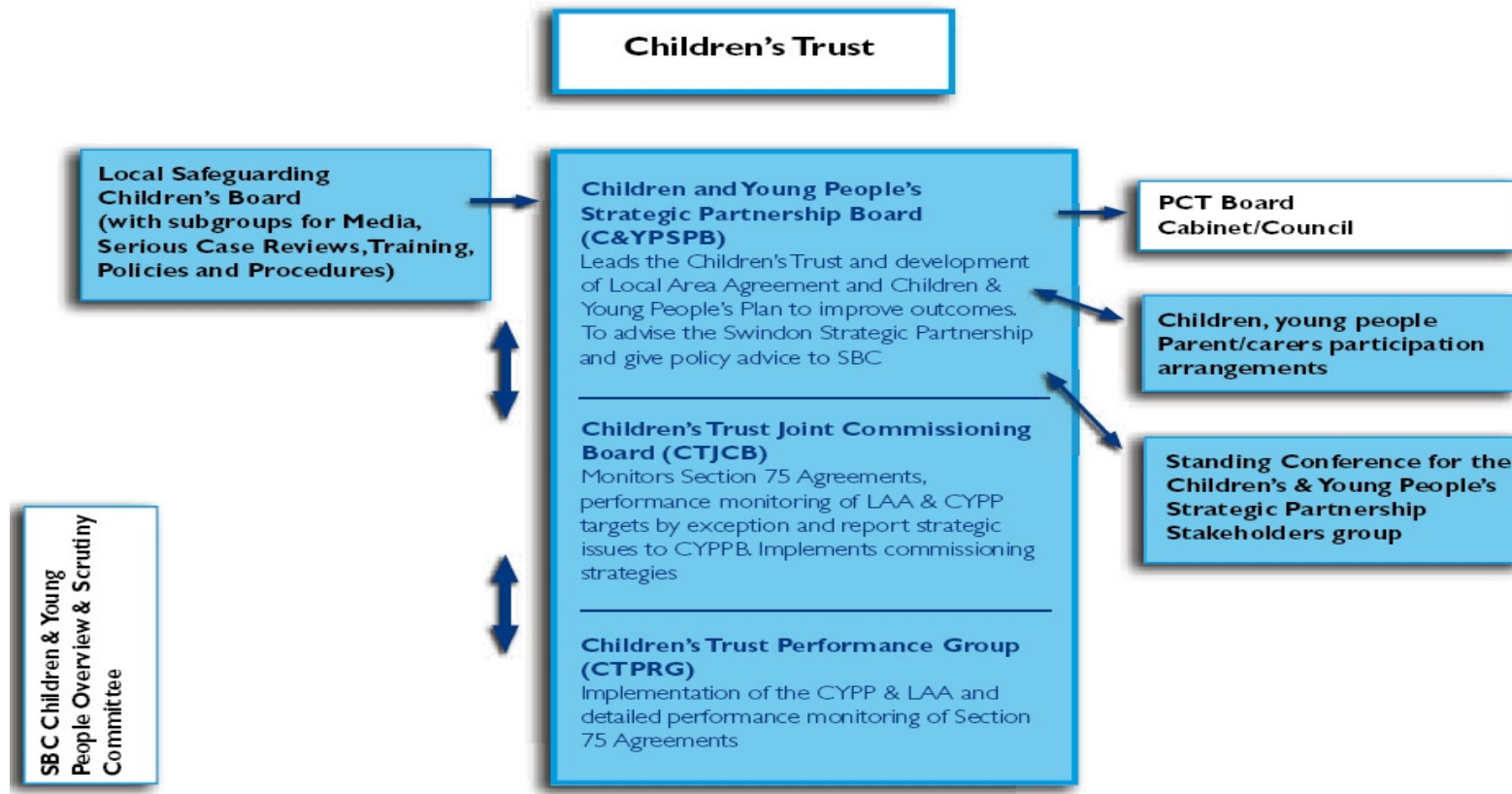


Diagram 1 represents the relationship between the different bodies. The Children and Young People's plan expands on the inter-action between the management and governance arrangements and the operational groups in Part 2 of the plan.

## Swindon LSCB Management Group

The **Swindon LSCB Constitution** defines the membership of its Management Group. This group meets in the months when the Board does not meet. Its remit is:

- To manage the business and operations of Swindon LSCB and to make recommendations to the Board.
- 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.
- To monitor the delivery of the LSCB Business Plan.
- 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.
- 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.
- 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).
- To ensure that before items are taken to the Board, clear recommendations and/or proposals have been formulated.

## Swindon LSCB Sub-groups

<b>Serious Case Review Sub Group</b>	
<b>Chair</b>	Julie Downey, Head of Safeguarding, Swindon Borough Council
<b>Remit</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

<b>Procedures Sub Group</b>	
<b>Chair</b>	Stephanie McQuade, QA Manager, Children & Families, Swindon Borough Council
<b>Remit</b>	<p>This standing committee comments and advises upon practice developments arising from new legislation, government reports or research findings.</p> <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• To contribute to the development of the South West Regional Child Protection Procedures.</li> <li>• To maintain, develop and review inter-agency child protection procedures, protocols and practice guidance.</li> <li>• To carry out work according to priorities as defined by the LSCB.</li> <li>• To refer all information received in relation to practice issues to the LSCB Management and other LSCB groups as appropriate.</li> </ul> <p><i>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group</i></p>

<b>Quality Assurance Sub Group</b>	
<b>Chair</b>	Julie Downey, Head of Safeguarding, Swindon Borough Council
<b>Remit</b>	<p>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.</p> <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• To develop an annual audit programme to evaluate multi-agency child protection, including the quality and timeliness of core groups.</li> <li>• 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.</li> <li>• To feed back learning arising from the audit of individual cases to key staff involved in those cases.</li> </ul> <p><i>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group</i></p>

<b>Safer Recruitment and Allegations Against Staff Sub-group</b>	
<b>Chair</b>	Adina Grace, Assistant Director Commissioning for Children Young People & Family Services, Swindon PCT
<b>Remit</b>	<p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• To be <b>pro-active</b> in encouraging all service managers to undertake Safer Recruitment training</li> <li>• 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</li> <li>• 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</li> </ul> <p>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group.</p>

<b>e-safety Sub-group</b>	
<b>Chair</b>	Adina Grace, Assistant Director Commissioning for Children Young People & Family Services, Swindon PCT
<b>Remit</b>	<p style="text-align: center;"><i>“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”.</i> (<b>Becta Conference, February 2008</b>)</p> <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• .To develop a strategy for Swindon’s approach to promoting the safer use of ICT.</li> <li>• To work in partnership to address specific areas of concern, particularly where children and young people may be at risk of harm.</li> <li>• To co-ordinate awareness-raising training for staff, parents, carers, children and young people.</li> <li>• To provide advice and support to colleagues and the community on safeguarding aspects of the use of ICT.</li> </ul> <p>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group</p>

<b>Training Sub Group</b>	
<b>Chair</b>	Adina Grace, Assistant Director Commissioning for Children Young People & Family Services, Swindon PCT
<b>Remit</b>	<p><i>‘Local Safeguarding Boards should contribute 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)</i></p> <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• To ensure representation of statutory, voluntary, independent and private agencies whose members of staff need training on inter-agency practice on child protection issues.</li> <li>• To develop, plan, deliver and evaluate training to ensure children are safeguarded.</li> <li>• To ensure that identified training needs are met in context of local and national needs; <i>with particular reference to Serious Case Reviews.</i></li> <li>• To ensure that the content of the training offered is reviewed and <i>amended</i> as needed.</li> <li>• To ensure training meets a high standard and is evaluated according to <i>national guidance and evidence based best practice/value standards</i></li> <li>• To ensure the delivery of non-discriminatory training.</li> <li>• <i>To inform and respond to priorities set by the Management Group of the LSCB.</i></li> </ul> <p><i>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group</i></p>

<b>Media Sub Group</b>	
<b>Chair</b>	Jean Pollard, Director, Children & Families, Swindon Borough Council
<b>Remit</b>	<p><b>Functions</b></p> <ul style="list-style-type: none"><li>• To be <b>re-active</b> when unforeseen events arise.</li><li>• To be <b>prepared</b> for anticipated publicity</li><li>• To be <b>pro-active</b>, identifying good news stories / media campaigns / features to raise the profile of LSCB and get the message across.</li><li>• To be <b>opportunistic</b>, piggy backing local media contact into national events / campaigns / news stories.</li><li>• To act in a consultative capacity for LSCB project groups, including those working on the production of safeguarding resources. <i>It is not within the remit of this group to produce these resources.</i></li></ul> <p>All sub-groups of Swindon LSCB should receive direction and guidance from the Management Group</p>

## Key Contacts for Swindon LSCB

### Swindon LSCB Chair

John Gilbert Group Director, Children E-mail: <a href="mailto:JGilbert@swindon.gov.uk">JGilbert@swindon.gov.uk</a> Tel: 01793 465855	Swindon Borough Council Civic Offices Euclid Street Swindon SN1 2JH
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### Swindon LSCB Business Management

Gina Dennis LSCB Business Manager E-mail: <a href="mailto:GDennis2@swindon.gov.uk">GDennis2@swindon.gov.uk</a> Tel: 01793 463816 30 hrs per week – usually in the office Monday to Wednesday	Swindon LSCB Room 1.6, Civic Annexe Civic Offices Euclid Street Swindon SN1 2JH
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### Swindon LSCB Training

Geoff Wood LSCB Safeguarding Training Manager E-mail: <a href="mailto:GWood@swindon.gov.uk">GWood@swindon.gov.uk</a> Tel: 01793 464365	Swindon LSCB Room 1.6, Civic Annexe Civic Offices Euclid Street Swindon SN1 2JH
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### Other Swindon LSCB Staff

Christine Mister LSCB Administrator E-mail: <a href="mailto:CMister@swindon.gov.uk">CMister@swindon.gov.uk</a> Tel: 01793 463803 30 hrs per week across 5 days	Swindon LSCB Room 1.6, Civic Annexe Civic Offices Euclid Street Swindon SN1 2JH
Kevin Hann AIM Project Co-ordinator E-mail: <a href="mailto:KHann@swindon.gov.uk">KHann@swindon.gov.uk</a> Tel: 01793 463854 1 day per week (usually Friday)	
TBC LSCB Business Development Officer (Allegations and Child Deaths)	

<b>Safeguarding Unit (Local Authority)</b>	
Julie Downey Head of Safeguarding E-mail: <a href="mailto:JDowney@swindon.gov.uk">JDowney@swindon.gov.uk</a> Tel: 01793 464366	Swindon Borough Council Civic Offices Euclid Street Swindon SN1 2JH
Stephanie McQuade Team Manager Safeguarding and Quality Assurance Team E-mail: <a href="mailto:SMcquade@swindon.gov.uk">SMcquade@swindon.gov.uk</a> Tel: 01793 466849	

<b>Child Protection Unit (Police)</b>
Tel: 01793 507910 Monday to Friday 8a.m. to 8p.m., Saturday & Sunday 8a.m. to 4 p.m.

<b>Designated Doctor</b>	
Janet King Consultant Paediatrician E-mail: <a href="mailto:janet.king@smnhst.swest.nhs.uk">janet.king@smnhst.swest.nhs.uk</a> Tel: 01793 604183	Paediatric Department The Great Western Hospital Marlborough Road Swindon SN3 6BB

<b>Designated Nurse</b>	
Adina Grace Assistant Director, Commissioning Children's and Young People's Services E-mail: <a href="mailto:adina.grace@swindon-pct.nhs.uk">adina.grace@swindon-pct.nhs.uk</a> Tel: 01793 708748	Swindon PCT North Swindon District Centre Thamesdown Drive Swindon SN25 4AN

<b>Web Site:</b>	<a href="http://www.swindonlscb.org.uk">www.swindonlscb.org.uk</a>
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## Members' Checklist

### Received

- Welcome Pack
- Swindon LSCB Constitution
- Most recent LSCB Annual Review & Business Plan

### Actions

- Sign Swindon LSCB Membership Agreement and return it to the LSCB Business Manager
- Put Swindon LSCB Meeting Dates in Diary
- E-mail Swindon LSCB Business Manager your full title, address, telephone number, e-mail, together with your PA's details
- Check out the Training Pages on the LSCB website and book places on any relevant training courses

### Read

- Welcome Pack
- Swindon LSCB Constitution
- Working Together to Safeguard Children 2006

### Know How To

- Contact the Swindon LSCB Business Manager
- Contact the Swindon LSCB Safeguarding Training Manager
- Access the Multi-Agency [South West Child Protection Procedures](#)

### Visited

- [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk)