



# Swindon Local Safeguarding Children Board (LSCB)

## Constitution

**Originally Ratified:** 13 June 2006

**Reviewed and Updated:** June 2007, September 2008, July 2011

**To be Reviewed:** July 2012



## Contents

<b>Vision</b> .....	<b>1</b>
<b>Guiding Principles</b> .....	<b>1</b>
<b>Constitution</b> .....	<b>2</b>
1. Title .....	2
2. Representation .....	2
2.2. <i>Statutory Partners</i> .....	2
2.3. <i>Other Partners</i> .....	3
2.4. <i>Professional Representatives</i> .....	3
2.5. <i>Cabinet Member for Children Services</i> .....	3
2.6. <i>Lay Members</i> .....	3
2.7. <i>Nominated Substitutes</i> .....	4
2.8. <i>Stakeholders</i> .....	4
3. Dissent and Disagreement .....	4
4. Appointment of Chair and Vice Chair .....	4
5. Secretariat .....	5
6. Financial Provisions.....	5
7. Freedom of Information Requests (FOI).....	6
8. Responsibilities of Swindon LSCB .....	6
8.1. <i>Core Objectives</i> .....	6
8.2. <i>Key Objectives by Function</i> .....	6
9. Business Planning .....	7
10. Meetings .....	8
10.2. <i>Quoracy – Swindon LSCB Meetings</i> .....	8
10.3. <i>Remit of Meetings of Swindon LSCB</i> .....	8
10.4. <i>Minutes</i> .....	8
11. Swindon LSCB Structure .....	8
12. Swindon LSCB Management Group .....	10
12.1. <i>Representation - LSCB Management Group</i> .....	10
12.2. <i>Terms of Reference - LSCB Management Group</i> .....	10
12.3. <i>Meetings of LSCB Management Group</i> .....	11
12.4. <i>Quoracy – Swindon LSCB Management Group Meetings</i> .....	11
12.5. <i>Minutes - LSCB Management Group</i> .....	11
13. Serious Case Review (SCR) Sub-group – constituted as required.....	12
13.1. <i>Representation - SCR Sub-group</i> .....	12
13.2. <i>Terms of Reference - SCR Sub-group</i> .....	12
13.3. <i>Meetings of SCR Sub-group</i> .....	12
13.4. <i>Minutes - SCR Sub-group</i> .....	12
14. Swindon LSCB Performance & Quality Assurance Sub-group .....	13
14.1. <i>Representation - LSCB Performance &amp; Quality Assurance Sub-group</i> .....	13
14.2. <i>Terms of Reference - LSCB Performance &amp; Quality Assurance Sub-group</i> .....	13
14.3. <i>Meetings of LSCB Performance &amp; Quality Assurance Sub-group</i> .....	14
14.4. <i>Minutes - LSCB Performance &amp; Quality Assurance Sub-group</i> .....	14

14.5.	<i>Reporting to Swindon LSCB</i> .....	15
15.	Swindon LSCB Training & Safe Workforce Sub-group .....	16
15.1.	<i>Representation - LSCB Training &amp; Safe Workforce Sub-group</i> .....	16
15.2.	<i>Terms of Reference</i> .....	17
	<i>Safe Workforce Functions</i> .....	17
15.3.	<i>Meetings of LSCB Training &amp; Safe Workforce Sub-group</i> .....	18
15.4.	<i>Minutes - LSCB Training &amp; Safe Workforce Sub-group</i> .....	18
15.5.	<i>Reporting to Swindon LSCB</i> .....	18
16.	Swindon LSCB Policies & Procedures group .....	19
16.1.	<i>Representation – LSCB Policies &amp; Procedures Group</i> .....	19
16.2.	<i>Terms of Reference – LSCB Policies &amp; Procedures Group</i> .....	19
16.3.	<i>Meetings of LSCB Policies &amp; Procedures Group</i> .....	19
16.4.	<i>Minutes – LSCB Policies &amp; Procedures Group</i> .....	20
16.5.	<i>Reporting to Swindon LSCB</i> .....	20
17.	Safeguarding Children Online – Swindon LSCB E-safety Group .....	21
17.1.	<i>Representation – LSCB E-Safety Group</i> .....	21
17.2.	<i>Terms of Reference – LSCB E-Safety Group</i> .....	21
17.3.	<i>Meetings of LSCB E-Safety Group</i> .....	21
17.4.	<i>Minutes – LSCB E-Safety Group</i> .....	22
17.5.	<i>Reporting to Swindon LSCB</i> .....	22
18.	Swindon LSCB Disabled Children Group .....	23
18.1.	<i>Representation – LSCB Disabled Children Group</i> .....	23
18.2.	<i>Terms of Reference – LSCB Disabled Children Group</i> .....	23
18.3.	<i>Meetings of LSCB Disabled Children Group</i> .....	24
18.4.	<i>Minutes – LSCB Disabled Children Group</i> .....	24
18.5.	<i>Reporting to Swindon LSCB</i> .....	25
19.	Swindon LSCB Sexual Exploitation & Runaways Strategy Group .....	26
19.1.	<i>Representation – LSCB Sexual Exploitation &amp; Runaways Strategy Group</i> .....	26
19.2.	<i>Terms of Reference – LSCB Sexual Exploitation &amp; Runaways Strategy Group</i> ...	26
19.3.	<i>Meetings of LSCB Sexual Exploitation &amp; Runaways Strategy Group</i> .....	27
19.4.	<i>Minutes – LSCB Sexual Exploitation &amp; Runaways Strategy Group</i> .....	27
19.5.	<i>Reporting to Swindon LSCB</i> .....	27
20.	Constitution .....	28
	<b>Appendix 1 – Swindon LSCB Structure Diagram</b> .....	<b>29</b>
	<b>Appendix 2 – Job Description/Brief for LSCB Members</b> .....	<b>30</b>

# Swindon Local Safeguarding Children Board (LSCB)

## *Vision*

*Working together to keep children and young people safe in Swindon*

## **Guiding Principles**

***Swindon Local Safeguarding Children Board (LSCB) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.***

*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. Statutory Partners**

- 2.2.1. These partners are represented on the Board. They should have Nominated Substitutes and 100% agency attendance is expected at meetings.
  - Group Director, Children, Swindon Borough Council
  - Senior Officer, Wiltshire Police
  - CEO Delegated Representative, Swindon PCT
  - Designated Doctor, Child Protection
  - Designated Nurse, Child Protection
  - Great Western Hospitals NHS Foundation Trust Representative
  - Avon & Wiltshire Mental Health Partnership NHS Trust Representative
  - Oxford Health NHS Foundation Trust Representative
  - Ridgeway Partnership (Oxfordshire Learning Disability NHS Trust) Representative
  - Great Western Ambulance Service NHS Trust Representative
  - Director of Safeguarding & Corporate Parenting, Swindon Borough Council
  - Head of Safeguarding, Swindon Borough Council
  - Director of Schools & Learning, Swindon Borough Council

- Early Years Representative
- Area Service Manager, Children & Family Court Advisory & Support Service (CAFCASS)
- Area Service Manager, NSPCC
- Wiltshire Probation Trust Representative
- Head of Youth Offending Team (YOT)

### **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.

- Housing, Libraries and Leisure Representative
- Adult Services Representative
- Strategic Health Authority Representative
- Wiltshire Fire & Rescue 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
- Voluntary Sector Representative
- Domestic Violence Co-ordinator
- The chair of any LSCB sub-group not included above

### **2.5. *Cabinet Member for Children Services***

2.5.1. The Cabinet Member should be a 'participating observer' of the LSCB, routinely attending meetings as an observer and receiving all documentation.

2.5.2. The Cabinet Member should engage in discussions, ask questions and seek clarity, but not be part of the decision making process. This will enable the Cabinet Member to challenge, when necessary, from a well informed position.

### **2.6. *Lay Members***

2.6.1. The Board will appoint two lay members from the local community, who will operate as full members of the LSCB, participating on the Board itself and on relevant sub and work groups.

- 2.6.2. The role of the lay members will particularly relate to:
- supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the LSCB's child protection work in the wider community
  - challenging the LSCB on the accessibility by the public and children and young people of its plans and procedures
  - helping to make links between the LSCB and community groups

## **2.7. Nominated Substitutes**

- 2.7.1. 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.

## **2.8. Stakeholders**

- 2.8.1. 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 Health & Wellbeing Board
  - The PCT Board
  - Local Safeguarding Adult Board
  - Adult Services
  - SEQOL
  - Local Authority legal services
  - The Community Safety Partnership (including the Domestic Violence Forum)
  - MAPPA
  - 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 LSCB partners, to appoint the LSCB chair. It is important that the chair, who must be of sufficient stature and authority, is selected with the agreement of a group of partners representing the key services involved in safeguarding children locally and should have access to training to

support them in their role. There should be a presumption that the chair will be someone independent of the local agencies so that the LSCB can exercise its local challenge function effectively.

- 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 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 may also attend all meetings.
- 5.1.3. The LSCB Administrator will provide additional support and will normally attend and minute meetings.

## **6. FINANCIAL PROVISIONS**

- 6.1.1. For the meeting of Swindon LSCB following the business planning meeting 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. Swindon LSCB will be supported by its member organisations with adequate and reliable resource in order to deliver the work contained in the Business Plan. Statutory Board partners will contribute to the Swindon LSCB budget. Other member organisations will be encouraged to contribute resources, either financial or in kind, to Swindon LSCB.
- 6.1.3. Funding from individual organisations will be committed in advance into a pooled budget. Members will endeavour to give 12 months notice of intent to withdraw funding from Swindon LSCB.
- 6.1.4. 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 (April, July, October, January). As this budget is managed through Swindon Borough Council, authorisation levels will be defined according to SBC practices.
- 6.1.5. The Swindon LSCB budget will be sufficient to:
  - drive forward the day to day business of Swindon LSCB, including the monitoring and evaluation of its work
  - take forward staff training and development
  - provide administrative support for Swindon LSCB
  - cover employment costs (LSCB Business Manager, LSCB Training Officer, LSCB Administrator, extra Child Protection Conference

minuting capacity, administrative support for the Allegations Management process)

- fund 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 and young people within Swindon.

8.1.2. To ensure the effectiveness of safeguarding children and young people 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 and young people 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 and young people, 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 or young person.

- 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 and young people.
  - To monitor and evaluate the effectiveness of both collective and individual agency arrangements for safeguarding children and young people 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 young people 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 2010* 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 coordinate the production of an Annual Report, to be approved by the LSCB, each year.
- 9.1.2. The Swindon LSCB Annual Report 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.
- 9.1.3. The Swindon LSCB Annual Report will be made available to each member agency, the Chief Executive and Leader of the Council, and, subject to the passage of legislation, to the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.
- 9.1.4. It will also be made available as a downloadable pdf on the Swindon LSCB website as one way of publicising the work of local agencies to safeguard children and promote the welfare of children and young people within Swindon.

## **10. MEETINGS**

- 10.1.1. Meetings of the Swindon LSCB will be held quarterly, normally on the second Tuesday of the month at 1.30pm (March, June, September and December).
- 10.1.2. The Swindon LSCB Management Group will also meet quarterly, midway between LSCB Board meetings, normally on the final Tuesday of the month at 1.30pm (January, April, July and October).
- 10.1.3. 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 and to any members of the Management Group who are not Board members. Board members are asked to advise the LSCB Team of any amendments to the minutes within 10 working days of circulation. If there are any items within the minutes which require further discussion or clarification, they will be held over for approval at the next LSCB Board meeting.
- 10.4.2. A copy of these minutes will also be sent to The Children's Trust Executive Management Board, which is an open meeting.
- 10.4.3. Confidential information will be contained within a confidential section of the minutes.
- 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, which is constituted as required
- Performance & Quality Assurance Sub-group
- Training & Safe Workforce Sub-group

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

11.1.2. A virtual Policies & Procedures Group, which can be convened if required, links with the South West Policies & Procedures Group.

11.1.3. In addition, the following Task and Work Groups explore specific areas of work on behalf of the LSCB:

- E-Safety Group
- Disabled Children Group
- Sexual Exploitation & Runaways Strategy Group

11.1.4. There is a joint Swindon/Wiltshire Child Death Overview Panel.

## **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 Safeguarding & Corporate Parenting, Swindon Borough Council
- Senior Police Officer
- Schools & Learning Representative
- Community Health – Named Nurse
- Acute Health GWH – Designated Doctor
- PCT – Designated Nurse
- Head of Safeguarding, Swindon Borough Council
- Integrated Service Manager, SBC
- Voluntary Sector Representative – NSPCC
- Chair Policies & Procedures Work Group
- LSCB Business Manager

The LSCB Training Manager will attend LSCB Management Group meetings as a participating observer. Other individuals will be invited for specific agenda items as required.

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

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

### **12.2. Terms of Reference - LSCB Management Group**

12.2.1. To oversee the operational business 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 (April, July, October, January), 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
- considering whether a Serious Case Review should be undertaken and making a recommendation to the LSCB Independent Chair
- if the decision is made to undertake a Serious Case Review, Swindon LSCB Management Group will consider the need to nominate a Serious Case Review Sub-group to meet for the duration of the Serious Case Review and until the recommendations from it are completed
- nominating members of the SCR Overview Panel

- commissioning an independent author and, if appropriate, chair
- 12.2.5. To receive reports from Task and Finish/Work groups who do not have a Board member, according to an agreed cycle and format.
  - 12.2.6. To act as a delivery group for the Stay Safe outcome on behalf of the Children's Trust Board.
  - 12.2.7. To monitor safeguarding performance and identify any multi-agency support needed for hotspots.
  - 12.2.8. To monitor Ofsted action plans.
  - 12.2.9. To take into account the work of the sub-groups (through distribution of reports sent to the Board and sub-group meeting minutes) where it relates to Swindon LSCB Management Group tasks.
  - 12.2.10. To provide direction and guidance to the LSCB Business Manager (managed by the Head of Safeguarding on behalf of the LSCB).

### **12.3. Meetings of LSCB Management Group**

- 12.3.1. The Swindon LSCB Management Group will meet four times per year, midway between LSCB Board meetings.
- 12.3.2. These meetings will normally be held on the final Tuesday of the month at 1.30pm (January, April, July and October).

### **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 three different professional roles 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.
- 12.5.2. The minutes of Swindon LSCB Management Group meetings will be circulated to LSCB Board members for information and will be a standing agenda item for note at LSCB Board meetings.

### **13. SERIOUS CASE REVIEW (SCR) SUB-GROUP – CONSTITUTED AS REQUIRED**

#### **13.1. Representation - SCR Sub-group**

- 13.1.1. Representation on the **Swindon SCR Sub-group** will be nominated by Swindon LSCB Management Group according to each individual case.
- 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, 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.
- 13.2.2. To oversee and audit LSCB and agency implementation of SCR action plans, ensuring that they are signed off in a timely manner and to negotiate corrective action where necessary.

#### **13.3. Meetings of SCR Sub-group**

- 13.3.1. The Swindon SCR Sub-group will meet as required once a Serious Case Review is undertaken.
- 13.3.2. The Swindon SCR Sub-group will meet until the recommendations from the Serious Case Review have been completed.

#### **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. SWINDON LSCB PERFORMANCE & QUALITY ASSURANCE SUB-GROUP**

### **Aims**

- i. To monitor and evaluate the effectiveness of what is done by the Local Authority and all partners, individually and collectively, to safeguard and promote the welfare of children and young people and advise them on ways to improve.
- ii. To evaluate multi-agency working, perform joint audits of case files, looking at the involvement of the different agencies, and identifying the quality of practice and lessons to be learned in terms of both multi-agency and multi-disciplinary practice.

### **14.1. Representation - LSCB Performance & Quality Assurance Sub-group**

14.1.1. The **Swindon LSCB Performance & Quality Assurance Sub-group** should have a permanent membership of those listed below:

- Head of Safeguarding
- Named Nurse, Community Health
- Children's Social Care
- Manager Safeguarding and Quality Assurance Team
- Wiltshire Police
- Schools & Related Services
- Integrated Services
- Named Nurse, Acute Health
- Designated Doctor

Occasional members:

- Adult Mental Health
- Probation Service
- Early Years Service
- Drugs Services
- Housing

14.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Performance & Quality Assurance Sub-group will be nominated and appointed by the Sub-group.

14.1.3. The Chair and Vice-Chair will be appointed for the period of a year, after which the Sub-group will seek alternative nominations.

### **14.2. Terms of Reference - LSCB Performance & Quality Assurance Sub-group**

14.2.1. The LSCB Performance & Quality Assurance Sub-group will undertake quarterly multi-agency case audits focussing on themes agreed by the group. The selection of audit themes will respond to identified

performance issues highlighted through the LSCB Management Group or raised by group members on behalf of their agency.

- 14.2.2. At the business meeting held prior to the audit the group will agree:
- How the cases for audit will be selected
  - Key questions to be addressed by the audit
  - Which agency will lead the audit
  - Which agencies need to be included in the audit
- 14.2.3. Each audit will involve each agency representative reviewing their own agency's records of the case.
- 14.2.4. The Chair will prepare an audit report including recommendations for practice from each audit. Quarterly audit reports will be discussed at the LSCB Management Group.
- 14.2.5. Each agency representative is responsible for disseminating information and learning from the audits to their agency, following up the recommendations and reporting back to the Chair.
- 14.2.6. Learning from audits is to be included in multi-agency and single-agency training.
- 14.2.7. The LSCB Performance & Quality Assurance Sub-group will also review specific individual cases where there has been a complaint by a parent about a child protection case conference decision or where the Management Group requests a Performance & Quality Assurance Sub-group case review. This may be done by a selected number of members of the LSCB Performance & Quality Assurance Sub-group at an additional meeting.
- 14.2.8. The Chair will prepare an annual report to Swindon LSCB.

### **14.3. *Meetings of LSCB Performance & Quality Assurance Sub-group***

- 14.3.1. The Swindon LSCB Performance & Quality Assurance Sub-group will meet 8 times per year:
- 4 audits a year - 3 hours each; and
  - 4 business and audit preparation meetings a year – 1.5 hours each with additional meetings if required
- 14.3.2. These meetings will normally be held on the 2<sup>nd</sup> Monday of the month.

### **14.4. *Minutes - LSCB Performance & Quality Assurance Sub-group***

- 14.4.1. The minutes of Swindon LSCB Performance & Quality Assurance Sub-group meetings will be circulated to all members of the Performance & Quality Assurance Sub-group for consideration at the next sub-group meeting.
- 14.4.2. The minutes of Swindon LSCB Performance & Quality Assurance Sub-group meetings will be circulated to all members of the Swindon LSCB Management group for information only.

## **14.5. Reporting to Swindon LSCB**

- 14.5.1. All sub-groups will provide written reports to Swindon LSCB Board meetings according to an agreed cycle and format, with an emergency slot available for urgent matters.

## 15. SWINDON LSCB TRAINING & SAFE WORKFORCE SUB-GROUP

**Aim** – to ensure that Swindon has a skilled workforce that is appropriately trained to safeguard children and young people and promote their welfare through:

- i. Robust safe recruitment processes
- ii. High quality training which fulfils the guidance provided in Working Together 2010
- iii. Prompt response to allegations

### 15.1. *Representation - LSCB Training & Safe Workforce Sub-group*

15.1.1. The **Swindon LSCB Training & Safe Workforce Sub-group** should have membership taken from but not necessarily including all of those listed below:

- Designated Nurse Safeguarding Children, NHS Swindon
- Youth Offending Team, SBC
- Wiltshire Police
- Schools' Safeguarding Consultant, SBC
- Swindon Sure Start Partnership (Early Years)
- SBC Leisure
- Family Placement Team, SBC
- Independent Reviewing Manager or Local Authority Designated Officer
- Interfaith Partnership/Swindon Council of Churches
- Named Nurse, Community Health
- Named Nurse, Acute Health
- Resourcing & HR Manager, GWH
- HR Manager Swindon PCT
- SBC HR
- Integrated Children and Young People Services, SBC
- Swindon LSCB Training Manager
- Voluntary Sector Member(s)
- Head of Safeguarding
- Practice Development Manager
- Safeguarding Business Development Officer

Other individuals would be invited for specific agenda items as required.

15.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Training & Safe Workforce Sub-group will be nominated and appointed by the Sub-group.

15.1.3. The Chair and Vice-Chair will be appointed for the period of a year, after which the Sub-group will seek alternative nominations.

## **15.2. Terms of Reference**

### ***Safe Workforce Functions***

- 15.2.1. 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 and that senior managers are committed to ensuring their organisations are compliant.
- 15.2.2. To promote the practice that all interviewing panels for staff and volunteers that work with children and young people have at least one member of the interviewing panel trained in safer recruitment, to identify areas where this does not happen and to work with them to improve practice.
- 15.2.3. To monitor and audit that organisations working with children and young people in Swindon have updated their recruitment procedures to take into account the learning outcomes from the safer recruitment training.
- 15.2.4. To monitor the data on allegations against staff and volunteers, to identify any gaps and report to the LSCB Board.
- 15.2.5. To keep the LSCB updated on the management of allegations against staff.

### ***Training Functions***

- 15.2.6. To ensure that training is offered at an appropriate level to enable the workers to carry out safeguarding functions within their role.
- 15.2.7. To oversee the development, planning, delivery and evaluation of training to ensure children and young people are safeguarded according to guidance in Working Together 2010.
- 15.2.8. To ensure that partner agencies provide appropriate Multi Agency and Single Agency training to their staff underpinned by guidance provided in Working Together 2010.
- 15.2.9. To ensure members of partner agencies undertake an analysis of training needs and provide training appropriate to the needs identified and where there are gaps identified, report to the LSCB Board and raise with partner agencies.
- 15.2.10. To ensure that identified training requirements on safeguarding and promoting the welfare of children and young people are met in context of local and national needs and that new guidance is enforced in a timely and effective manner; with particular reference to Serious Case Review.
- 15.2.11. To ensure that the staff training is analysed and delivered in a timely manner to meet both individual and organisational needs.
- 15.2.12. To ensure both Multi Agency and Single Agency training meets requisite local and national standards and needs and is quality assured against local and national guidance and evidence based best practice and value standards.
- 15.2.13. To ensure that training (both Multi Agency and Single Agency) is delivered by suitably qualified trainers in a timely effective and non-discriminatory way and is of sufficient quality to meet the needs and

requirements of both individual organisations/agencies and current guidance in terms of safeguarding and safer recruitment.

15.2.14. To inform and respond to priorities set by the LSCB Management Group.

15.2.15. To analyse audits of training needs and to provide training according to the needs identified.

### **15.3. Meetings of LSCB Training & Safe Workforce Sub-group**

15.3.1. The Swindon LSCB Training & Safe Workforce Sub-group will normally meet bi-monthly. Meetings will alternate between full sub-group meetings and training only meetings.

15.3.2. These meetings will normally be held on the 1<sup>st</sup> Tuesday of the month.

### **15.4. Minutes - LSCB Training & Safe Workforce Sub-group**

15.4.1. The minutes of Swindon LSCB Training & Safe Workforce Sub-group meetings will be circulated to all members of the Training & Safe Workforce Sub-group for consideration at the next sub-group meeting.

15.4.2. The minutes of Swindon LSCB Training & Safe Workforce Sub-group meetings will be circulated to all members of the Swindon LSCB Management group for information only.

### **15.5. Reporting to Swindon LSCB**

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

## **16. SWINDON LSCB POLICIES & PROCEDURES GROUP**

### **16.1. Representation – LSCB Policies & Procedures Group**

16.1.1. The **Swindon LSCB Policies & Procedures 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
- Named Nurse, Community Health or Health Visitor
- Named Nurse, Acute Health
- YOT or Probation Representative
- Voluntary Sector Member(s)
- Parent/Lay Member
- Early Years Representative
- Schools' Safeguarding Adviser
- CAMHS or Adult Mental Health Representative
- GP or Paediatrician
- U Turn Representative

16.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Policies & Procedures Group will be nominated and appointed by the group.

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

### **16.2. Terms of Reference – LSCB Policies & Procedures Group**

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

#### ***Functions***

16.2.1. To contribute to the development of the South West Regional Child Protection Procedures.

16.2.2. To maintain, develop and review inter-agency child protection procedures, protocols and practice guidance.

16.2.3. To carry out work according to priorities as defined by the LSCB.

16.2.4. To refer all information received in relation to practice issues to the LSCB Management and other LSCB groups as appropriate.

### **16.3. Meetings of LSCB Policies & Procedures Group**

16.3.1. The Swindon LSCB Policies & Procedures Group is a virtual group, with consultation normally being undertaken via e-mail with group members.

16.3.2. The Chair of the Swindon LSCB Policies & Procedures Group can convene a meeting at any time if required.

**16.4. *Minutes – LSCB Policies & Procedures Group***

16.4.1. There will normally be no minutes from the Swindon LSCB Policies & Procedures Group.

16.4.2. Minutes of the South West Regional Polices & Procedures Group will be circulated to the Swindon LSCB Policies & Procedures Group.

**16.5. *Reporting to Swindon LSCB***

16.5.1. Swindon LSCB Polices & Procedures Group will provide written reports to the LSCB Management Group according to an agreed cycle and format.

## **17. SAFEGUARDING CHILDREN ONLINE – SWINDON LSCB E-SAFETY GROUP**

### **17.1. Representation – LSCB E-Safety Group**

17.1.1. The Swindon E-Safety Group should have membership taken from but not necessarily including all of those listed below:

- Social Care representative
- Police representative
- YOT representative
- Health representative
- Libraries representative
- Schools' Child Protection Adviser
- LSCB Training Manager
- Early Years Representative
- Children Services ICT Manager
- South West Grid for Learning representative

17.1.2. The **Chair** and **Vice Chair** of Swindon LSCB E-Safety Group will be nominated and appointed by the group.

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

### **17.2. Terms of Reference – LSCB E-Safety 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.

#### ***Functions***

17.2.1. To develop a strategy for Swindon's approach to promoting the safer use of ICT.

17.2.2. To work in partnership to address specific areas of concern, particularly where children and young people may be at risk of harm.

17.2.3. To co-ordinate awareness-raising training for staff, parents, carers, children and young people.

17.2.4. To provide advice and support to colleagues and the community on safeguarding aspects of the use of ICT.

### **17.3. Meetings of LSCB E-Safety Group**

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

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

#### **17.4. Minutes – LSCB E-Safety Group**

- 17.4.1. The minutes of the group will be circulated to all members of the group for consideration at the next meeting and copied to the LSCB Business Manager.

#### **17.5. Reporting to Swindon LSCB**

- 17.5.1. Swindon LSCB E-Safety Group will provide written reports to the LSCB Board/Management Group according to an agreed cycle and format.

## **18. SWINDON LSCB DISABLED CHILDREN GROUP**

### **18.1. Representation – LSCB Disabled Children Group**

18.1.1. The Swindon LSCB Disabled Children Group should have membership taken from but not necessarily including all of those listed below:

- Team Manager, Disabled Children Team
- Assistant Team Manager, Disabled Children Team
- Nurse Manager & Community Nurse Learning Disability Team
- Integrated Service Team – South Locality
- Manager Paediatric Therapy Department
- Senior Early Years Consultant ETCO Settings
- Assistant Team Manager Family Placement Team
- Senior Education Psychologist
- Manager Koalas/Portage
- Wiltshire Constabulary
- Schools Child Protection Adviser
- Named Nurse, Great Western Hospital
- Named Nurse, National Health Service Swindon
- Specialist Speech and Language Therapist
- Swindon Primary Care Trust Care Co-ordinator
- Team Manager Community Team for People with Learning Disabilities
- Head of Special School

18.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Disabled Children Group will be nominated and appointed by the group.

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

### **18.2. Terms of Reference – LSCB Disabled Children Group**

Disabled children are more likely to experience abuse than non-disabled children (National Service Framework for Children, 2004), and the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

*‘Disabled children may be especially vulnerable for a number of reasons:-*

- *many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children;*
- *their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour;*
- *they have an impaired capacity to resist or avoid abuse;*
- *they may have speech, language and communication needs which may make it difficult to tell others what is happening;*

- *they often do not have access to someone they can trust to disclose that they have been abused; and/or*
- *they are especially vulnerable to bullying and intimidation.'*

*(Working together to Safeguard Children 2010)*

### **Functions**

- 18.2.1. To inform LSCB procedures and ensure that they are applied to disabled children just as to non-disabled children.
- 18.2.2. To ensure all agencies understand and fulfil responsibilities to safeguard and promote the welfare of disabled children and young people.
- 18.2.3. To identify the particular issues which influence the safety and welfare of disabled children, and ensure these are understood by all and acted upon.
- 18.2.4. To recognise the need for expertise in both safeguarding and promoting the welfare of disabled children and young people in order that they receive the same levels of protection from harm as non-disabled children.
- 18.2.5. To ensure all agencies recognise the critical importance of communication with disabled children and recognise that all children can communicate preferences if they are asked in the right way by people who understand their needs and have the skills to listen to them.
- 18.2.6. To ensure disabled children and their families have access to a thorough assessment of their needs and to services, which safeguard and promote the welfare of children.
- 18.2.7. To ensure all agencies recognise that safeguarding and promoting the welfare of disabled children depends on effective information sharing, integrated working, collaboration, shared expertise and understanding between agencies and professionals.
- 18.2.8. To ensure that disabled children have the same pathway as non disabled children for the early identification of additional needs in line with the integrated guidance.
- 18.2.9. To ensure that professionals have the opportunity to learn from research and complex cases through multi-disciplinary case reviews twice a year to identify what works well and what can be done better/differently.
- 18.2.10. To liaise with the LSCB Training & Safe Workforce Sub-group to ensure disabled children are highlighted within all training.

### **18.3. Meetings of LSCB Disabled Children Group**

- 18.3.1. The group will normally meet every two months.

### **18.4. Minutes – LSCB Disabled Children Group**

- 18.4.1. The minutes of the group will be circulated to all members of the group for consideration at the next meeting and copied to the LSCB Business Manager.

## **18.5. Reporting to Swindon LSCB**

- 18.5.1. Swindon LSCB Disabled Children Group will provide written reports to the LSCB Board/Management Group according to an agreed cycle and format.

## **19. SWINDON LSCB SEXUAL EXPLOITATION & RUNAWAYS STRATEGY GROUP**

### **19.1. Representation – LSCB Sexual Exploitation & Runaways Strategy Group**

19.1.1. The membership of the Swindon Sexual Exploitation & Runaways Strategy Group is as listed below:

- Head of Safeguarding, Safeguarding & Corporate Parenting
- Detective Chief Inspector, Wiltshire Police
- Head of Youth Offending Team
- Named Nurse, Acute Health
- Planning & Commissioning Manager, Teenage Pregnancy
- Children's Services Manager, NSPCC
- Missing Persons Co-ordinator, Wiltshire Police
- Integrated Service Manager, Swindon Borough Council
- Chair of Practitioner Group Contraceptive and Sexual Health Outreach Nurse

19.1.2. The **Chair** and **Vice Chair** of Swindon LSCB Sexual Exploitation & Runaways Group will be nominated and appointed by the group.

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

### **19.2. Terms of Reference – LSCB Sexual Exploitation & Runaways Strategy Group**

19.2.1. The Swindon Sexual Exploitation and Runaways Strategy Group is a working group of the Swindon Safeguarding Children Board.

19.2.2. The Swindon Sexual Exploitation and Runaways Strategy Group develops and monitors the LSCB action plans for sexual exploitation and runaways.

19.2.3. The Swindon Sexual Exploitation and Runaways Operational Group reports operational issues and concerns to the strategic group.

19.2.4. The purpose of the action plans is to:

- Provide a strategic response to protect children and young people from sexual exploitation and prevent them from running away
- Raise local awareness
- Ensure training and information about sexual exploitation and runaways is available to all agencies in the Swindon Children's partnership
- Support joint working between LSCB partners, practitioners and other professionals
- Develop a profile of the children at risk of sexual exploitation and of running away

**19.3. Meetings of LSCB Sexual Exploitation & Runaways Strategy Group**

19.3.1. The group will normally meet quarterly.

**19.4. Minutes – LSCB Sexual Exploitation & Runaways Strategy Group**

19.4.1. The minutes of the group will be circulated to all members of the group for consideration at the next meeting and copied to the LSCB Business Manager.

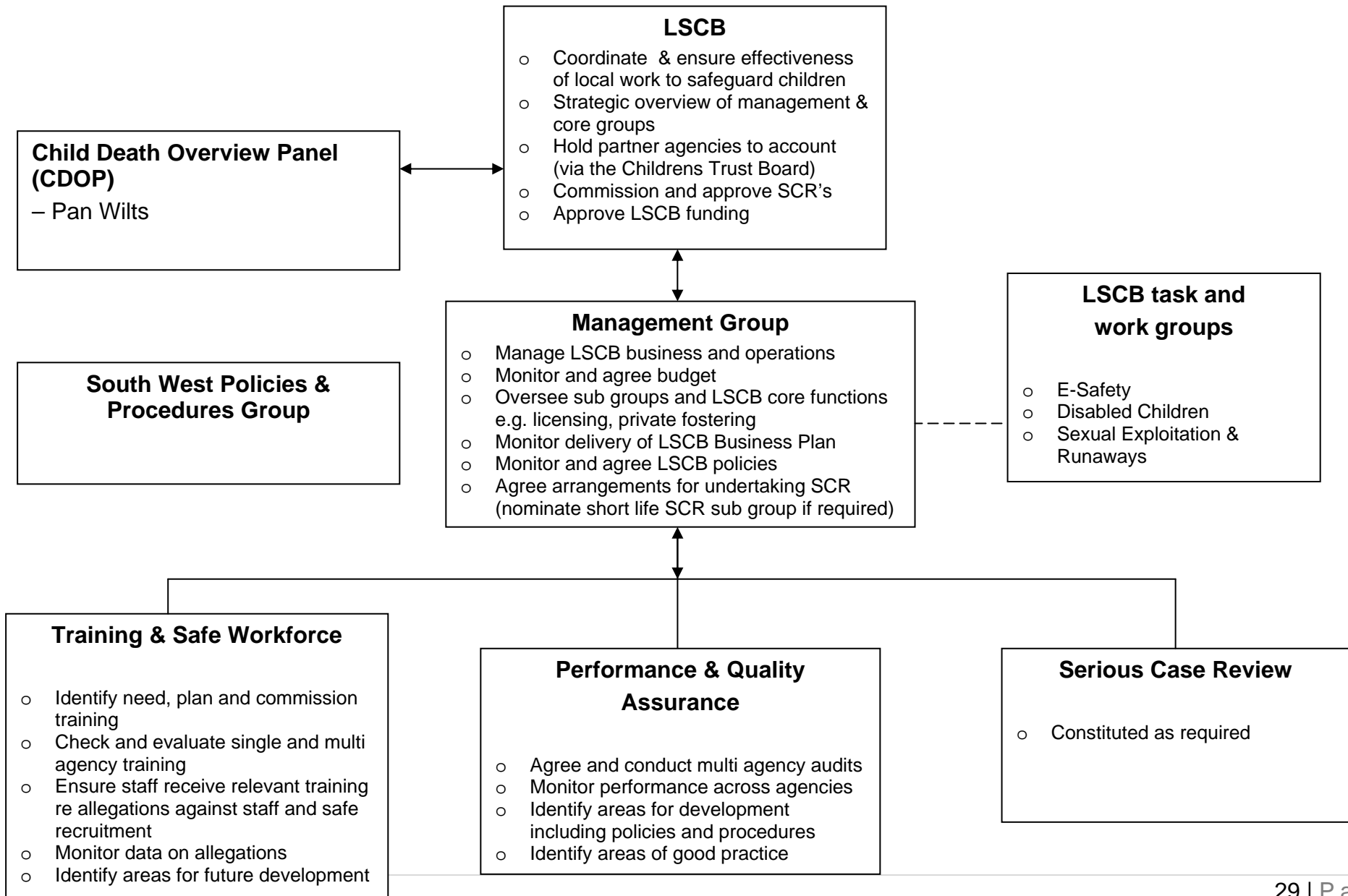
**19.5. Reporting to Swindon LSCB**

19.5.1. Swindon LSCB Sexual Exploitation & Runaways Strategy Group will provide written reports to the LSCB Board/Management Group 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 13 September 2011.
- 20.1.3. The constitution will be reviewed annually in July and amended accordingly by the Board.

**Appendix 1 – Swindon LSCB Structure Diagram**



## **Appendix 2 – 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 2010 states:**

*“3.85 The individual members of LSCBs have a duty as members to contribute to the effective work of the LSCB, for example, in making the LSCB’s 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 2010
- Children Act 2004
- Education Act 2002