



South Tyneside Safeguarding Children Board

South Tyneside Safeguarding Children Board

Induction and Welcome Pack

2018 - 2019

Review Date: March 2019

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“Welcome to South Tyneside Safeguarding Children Board (STSCB) – Thank you for taking on this very important role”

1. Introduction

- 1.1 Safeguarding and promoting the welfare of children is a multi agency responsibility and a key priority for partner agencies in South Tyneside. The Local Safeguarding Children Board (LSCB) is a statutory body and part of a wider strategy for safeguarding and promoting the welfare of children, the duty (under Section 11) with which all children’s services authorities and their partner agencies are charged.
- 1.2 South Tyneside Safeguarding Children Board (referred to as STSCB in this document) is responsible for coordinating and ensuring the effectiveness of local work to safeguard and promote the welfare of all children, regardless of age, disability, gender, race or sexuality.
- 1.3 The Board produces an Annual Report which is based on an evaluation of the work of STSCB over the last financial year, as well as providing a clear, candid commentary on local safeguarding arrangements. The STSCB Business Plan sets out the Board’s priorities and has been informed by the learning identified through the Annual Report process.

Sir Paul Ennals
STSCB Independent Chair



2. The Independent Chair – Sir Paul Ennals

- 2.1 Sir Paul Ennals has a wealth of national experience and knowledge of the safeguarding agenda for adults and for children. He is also the Independent Chair for the Safeguarding Adults Boards in Gateshead and Sunderland.
- 2.2 Sir Paul Ennals is currently Independent Chair of the Safeguarding Children Boards for South Tyneside, Gateshead and Sunderland.

3. South Tyneside



- 3.1 South Tyneside covers 64 sq. km and includes the towns of South Shields, Hebburn and Jarrow and the villages of Boldon, Cleadon and Whitburn.
- 3.2 The borough has a population of 149,450 and projections show this could rise to 150,748 by 2021.
- 3.3 South Tyneside sits within the Tyne and Wear conurbation – boundaries include the River Tyne and the North Sea.

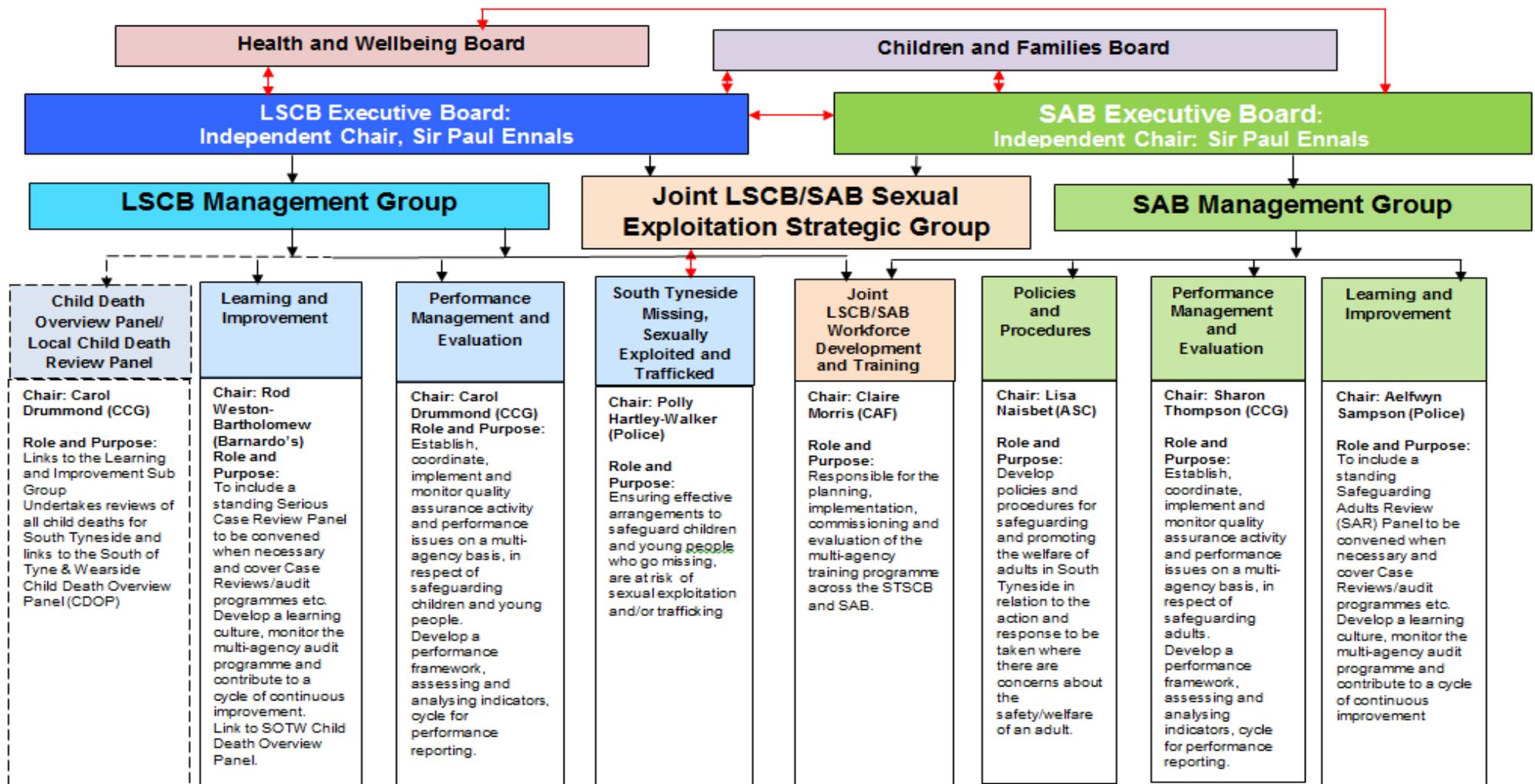
4. Structure of STSCB

- 4.1 The STSCB Executive Board meets quarterly and takes responsibility for the delivery of the Business Plan. STSCB is chaired by the Independent Chairperson who is accountable to the Local Authority Chief Executive who will hold the Chair to account for the effective working of STSCB.
- 4.2 The Management Group meets quarterly and takes responsibility for ensuring the delivery of the STSCB's statutory functions monitoring the finances of the

STSCB; overseeing the strategic direction of the STSCB and coordinating the work of the sub groups.

- 4.3 The Chairs of the sub groups will be members of the Management Group and will provide a written report on progress of their action plan to each Management Group meeting, and when requested to the Executive Board.

SOUTH TYNESIDE LOCAL SAFEGUARDING CHILDREN BOARD/SAFEGUARDING ADULTS BOARD ORGANISATIONAL STRUCTURE

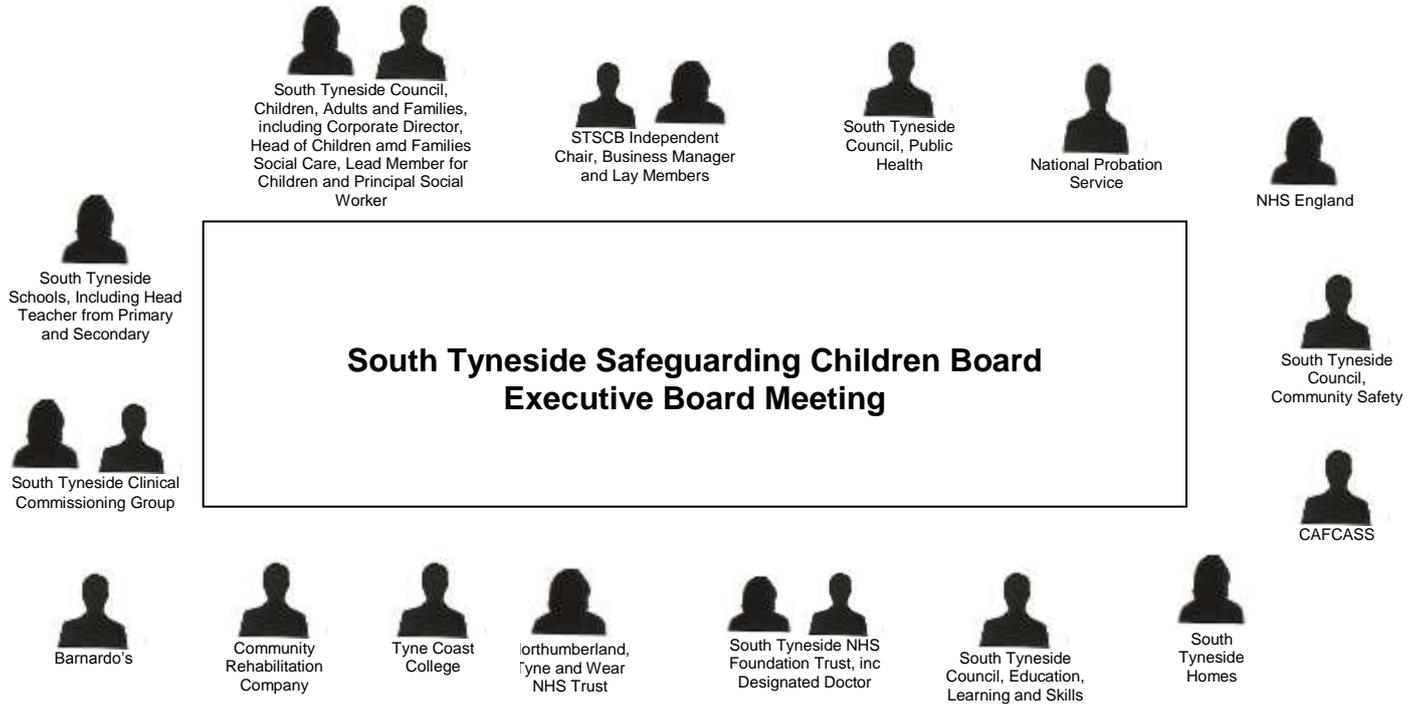


Note: the LSCB has a virtual Policies and Procedures Group as safeguarding procedures are hosted by Tri.x and local amendments agreed via email.

Children, Young People and Adults at Risk or with complex needs and disabilities must be considered throughout all sub groups.

Key: ———> Line of Communication <—> Two Way Line of Communication - - - - - Ensuring links with other groups - - - -> Time limited task and finish group

4.5 Membership



Agency	Name/Role	Contact Details
Independent	Sir Paul Ennals, CBE	paulennals@yahoo.co.uk
	Shobha Srivastava, Lay Member	shobhas@talktalk.net
	Mo Abuzahra, Lay Member	mo.abuzahra@yahoo.co.uk
Barnardo's	Rod Weston Bartholomew, Assistant Director Children's Services	rod.westonbartholomew@barnardos.org.uk
CAFCASS	Gaynor Taskas, Service Manager	gaynor.taskas@cafcass.gov.uk
Community Rehabilitation Company	Martyn Strike, Head of Offender Management	martyn.strike@northumbria.probation.gsi.gov.uk
NHS England	Christine Brown, Deputy Director of Nursing	christine.brown@nhs.net
Northumberland, Tyne and Wear NHS Trust	Vida Morris, Group Nurse Director	vida.morris@ntw.nhs.uk
Northumbria Police	Scott Hall, Detective Chief Inspector	Scott.Hall.7666@northumbria.pnn.police.uk
National Probation Trust	Karin O'Neill, Head of Offender Management	karin.oneill@probation.gsi.gov.uk
South Tyneside Clinical Commissioning Group	Carol Drummond, Head of Safeguarding / Designated Nurse	carol.drummond@nhs.net
	Jeanette Scott, Director of Nursing Quality and Safety	Jeanette.scott1@nhs.net
South Tyneside Council, Children, Adults and Families	John Pearce, Corporate Director Children, Adults and Health	john.pearce@southtyneside.gov.uk

	Shona Gallagher, Head of Children and Families Social Care	shona.gallagher@southtyneside.gov.uk
	Moira Smith, Lead Member for Children's Services (Independent Observer)	moira.smith@southtyneside.gov.uk
	Mike Hackett, Children's Standards Unit, Safeguarding Manager	michael.hackett@southtyneside.gov.uk
South Tyneside Council, Commissioning Service	Sarah Golightly, Strategic Commissioning Lead	sarah.golightly@southtyneside.gov.uk
South Tyneside Council, Education, Learning and Skills	Beverley Scanlon, Head of Learning and Early Help	beverley.scanlon@southtyneside.gov.uk
South Tyneside Council, Public Health	Tom Hall, Director of Public Health	tom.hall@southtyneside.gov.uk
South Tyneside Council, Schools	Joanne Weightman (for Primary Schools), West Boldon Primary School Head Teacher	jweightman@west-boldon.co.uk
	Allie Denholm (Secondary Schools), South Shields School Head Teacher	allie.denholm@southshieldschool.co.uk
Tyne Coast College	Rob Graineey, Head of Commercial Services	rob.graineey@stc.ac.uk
South Tyneside Homes	Elaine Wallace, Assistant Head of Housing, Income, Welfare Reform and Customer Service	Elaine.Wallace@southtynesidehomes.org.uk
South Tyneside NHS Foundation Trust	Melanie Johnson, Executive Director of Nursing and Quality	melanie.johnson@chsft.nhs.uk
	Sunil Gupta, Designated Doctor / Consultant Paediatrician	sunil.gupta@stft.nhs.uk
South Tyneside Safeguarding Children Board/Safeguarding Adults Board	Jackie Nolan, Business Manager	jacqueline.nolan@southtyneside.gov.uk
	Leah Collinson, Safeguarding Development Officer	leah.collinson@southtyneside.gov.uk
	Jane Poulter, Legal Advisor	jane.poulter@southtyneside.gov.uk
Administration	Lynn Hodson, STSCB Business Support Officer	lynn.hodson@southtyneside.gov.uk

4.6 Contact Details: South Tyneside Safeguarding Children Board, Laygate Centre, 38 Laygate Place, South Shields, NE33 5RT
Tel: 0191 424 6512 **Email:** lynn.hodson@southtyneside.gov.uk

5. Roles and Responsibilities within the Partnership

5.1 Roles and Responsibilities STSCB Members

- Contribute fully and effectively to the work of STSCB
- Contribute to developing and maintaining strong and effective multi agency safeguarding procedures and protocols
- Ensure that any necessary recommendations are made regarding the adequate resourcing of safeguarding services
- Provide STSCB with specified management information about the level of safeguarding work, type and trends
- Abide by the Governance and Memorandum of STSCB

5.2 Accountabilities

- To attend all meetings of STSCB and when unable to do so send apologies in advance and supply an appropriate deputy. Agencies must ensure 100% attendance. Deputisation should not occur for more than 25% of scheduled meetings
- To ensure agency resourcing and contribution to resourcing is adequate and appropriate
- To ensure that they have the appropriate level of delegated authority from their agency to enable them to conduct the business of the Board
- To ensure decisions with regard to safeguarding made by the Board are enacted within own agency
- To ensure strategic agency issues are brought to the attention of the Board
- To field appropriate agency representatives to work on STSCB sub groups
- To maintain a clear focus on the safeguarding needs of children
- To appreciate the roles and responsibilities of member agencies in protecting children
- To maintain proactive engagement in the work of STSCB
- To recognise the implications of and key issues involved in multi agency working
- To represent their agency from a strategic standpoint

5.3 Decision Making Authority

- To respect and adhere to the decision making requirements as set out in the STSCB Governance and Memorandum of Understanding
- To ensure that they have the appropriate level of delegated authority from their agency to enable them to conduct the business of the Board. Members must hold senior management positions within their organisation and be able to commit their agencies to joint working

5.4 Relationships

Promote and enhance effective working relationships with:

- Own agency

- STSCB as a statutory body
- Agency representatives on the other STSCB sub groups

5.5 Specific Responsibilities

- To prepare for meetings by reading minutes and associated papers
- To have actioned any areas agreed at the previous meeting
- To discuss issues relevant to the STSCB business, within the agency and be prepared to contribute from the agency standpoint
- To be willing to offer a representative view from their area of work and/or organisation to discussions
- To establish a process for the way decisions taken at STSCB are fed into their agency/organisations ensuring that processes are in place for implementation
- To provide information within the agency, increase awareness of the role and responsibilities of STSCB and ensure the agency adheres to these
- To ensure that their agency has a strategy in place to disseminate and deliver STSCB guidance and the learning from Serious Case Reviews
- To provide agency specific information to STSCB as required by producing or ensuring the production of reports to/from agency/ organisation as appropriate (e.g. report of monitoring of standards of safeguarding within agency)
- To meet deadlines as agreed by the STSCB
- To accept shared responsibility for the satisfactory completion of the STSCB Business Plan by undertaking tasks as appropriate, including participation in sub groups (or fielding of staff to participate in sub groups where relevant)
- To ensure agency resources are made available for Serious Case Reviews and multi agency audits as required
- To take back into their agency/organisation policy issues and developments and ensure that processes are in place for implementation
- To contribute to the development of policy, on behalf of their agency/organisation (therefore members are required to be familiar with the 'position' their agency/organisation holds on issues)
- To establish an effective system(s) for being briefed by their agency or liaison within their profession about views on safeguarding matters
- To contribute to the Annual Report
- To review the membership of STSCB and ensure that it is both representative and effective
- To respect confidentiality of sensitive information provided by partner organisations
- To agree any response to media enquiries with the Chair of STSCB and partner organisations as appropriate

5.6 Roles and Responsibilities of Sub Group Members

- To actively participate in the work plan of the sub group
- To represent the view of their agency and to feedback to that agency from the sub group

- Detailed terms of reference and individual work plans are available for each sub group

5.7 Roles and Responsibilities of Lay Members

- To make every effort to attend all Board meetings
- To participate fully in the work of the Board
- To be prepared to be part of sub groups and working groups established by the Board where appropriate
- To take responsibility for ensuring that any actions which they have agreed to undertake on behalf of the Board are promptly and effectively carried out
- To respect the confidentiality of all information provided to them in the course of their role as a Board member in accordance with the confidentiality statement below
- To cooperate with any appraisal of their appointment and performance that may be undertaken by the Board from time to time
- To comply with any policies agreed by the Board regarding interaction with the written and spoken media

5.8 Super Safety Squad (Junior LSCB)

The Super Safety Squad (SSS) is an advisory group of young people who feed into STSCB. They meet up every fortnight and discuss a range of safeguarding issues that matter to them as young people such as bullying, E-Safety, Mental Health and Emotional Wellbeing. The SSS are consulted and invited to give their feedback on new policies, strategies and any safeguarding literature that are being considered by STSCB, as well as attending the annual STSCB Review Day.

6. STSCB Sub Groups and Contacts

<p>Management Group: This group is responsible for ensuring the delivery of the STSCB's statutory functions; monitoring the finances of the STSCB; overseeing the strategic direction of the STSCB and overseeing and coordinating the work of the sub groups.</p>	<p>Chair: Sir Paul Ennals STSCB Independent Chair Tel: 0191 424 6513</p>
<p>Child Death Review This group undertakes reviews of all child deaths for South Tyneside and links to the South of Tyne & Wear side Child Death Overview Panel. It also links to the Learning and Improvement sub group.</p>	<p>Chair: Carol Drummond Head of Safeguarding ST Clinical Commissioning Group Tel: 0191 283 1307</p>
<p>Learning and Improvement This group will include a standing Serious Case Review Panel to be convened when necessary and cover Case Reviews/audit programmes etc. The group will develop a learning culture, monitor the multi agency audit programme and contribute to a cycle of continuous improvement. The group also links to the Child Death Overview Panel.</p>	<p>Chair: Rod Weston-Bartholomew Assistant Director Children's Services Barnardo's Tel: 0191 240 4800</p>
<p>Performance Management and Evaluation This group will develop a performance framework, assessing and analysing indicators, and a cycle for performance reporting.</p>	<p>Chair: Carol Drummond Head of Safeguarding ST Clinical Commissioning Group Tel: 0191 283 1307</p>
<p>South Tyneside Missing, Sexually Exploited and Trafficked (MSET) This group will be responsible for coordinating and ensuring the effectiveness of arrangements to safeguard and promote the welfare of children and young people who go missing and/or at risk of sexual exploitation/trafficking. The group will link to the Children and Families Board and Health and Wellbeing Board in terms of Safer Families.</p>	<p>Chair: Polly Hartley-Walker Northumbria Police Tel: 03456 043 043</p>

<p>Policy and Procedures (Virtual)</p> <p>This group will develop safeguarding policies and procedures, taking into account sub regional and national work. They will also ensure agreement, understanding and compliance of safeguarding policies and procedures across the partnership and are responsible for Licensing Act 2003. Due to Tri.x hosting the Safeguarding Procedures this is now a virtual group (any amendments will be agreed via email).</p>	<p>Chair:</p> <p>Shona Gallagher South Tyneside Council Children, Adults and Families Head of Children and Families Social Care</p> <p>Tel: 0191 424 4749</p>
<p><u>Joint LSCB/SAB Sexual Exploitation Strategic Group:</u></p> <p>Responsible for the oversight of Sexual Exploitation locally and monitor the operational progress of the South Tyneside Missing, Sexually Exploited and Trafficked (MSET). This key group will have an interrelationship with both the implementation group and the MSET group to ensure the work of both is aligned to safeguarding those identified vulnerable children, young people and adults at risk.</p>	<p>Chair:</p> <p>John Pearce South Tyneside Council Children, Adults and Families Corporate Director Children, Adults and Health</p> <p>Tel: 0191 424 7701</p>
<p>Joint LSCB/SAB Workforce Development and Training Sub Group: Responsible for the planning, implementation, commissioning and evaluation of the multi-agency training programme across the STSCB and SAB.</p>	<p>Chair:</p> <p>Claire Morris Service Lead for Social Work Reform</p> <p>Tel: 0191 424 7390</p>

7. Glossary of Terms/Abbreviations

Name	Acronym	Definition
Abuse		Includes physical, sexual, emotional, psychological, financial, material, neglect, acts of omission, discriminatory, organisational abuse as well as Modern Slavery, Domestic Abuse and Self Neglect
Accident and Emergency	A&E	A medical treatment facility specializing in emergency medicine, the acute care of patients who present without prior appointment; either by their own means or by that of an ambulance. The emergency department is usually found in a hospital or other primary care center.
Advocacy		Support to help people say what they want, secure their rights, represent their interests and obtain services they need. Under the Care Act, the local authority must arrange for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or a safeguarding adult review if they need help to understand and take part in the enquiry or review and to express their views, wishes, or feelings and if they are un-befriended
Assessment		A process to identify the needs of the person and how these impact on the wellbeing and outcomes that they wish to achieve in their day to day life.
Association of Chief Police Officers	ACPO	An organisation that leads the development of police policy in England, Wales and Northern Ireland.
Association of Directors of Adult Social Services	ADASS	The national leadership association for Directors of Local Authority Social Care Services
Best Interests Decision	BID	A decision made in the best interests of an individual when they have been assessed as lacking the mental capacity to make a particular decision. The best interest decision must take into consideration anything relevant such the past or present wishes of the person, a lasting power of attorney or advance directive. It is also a duty to consult with relevant people who know the person such as a family member, friend, GP or advocate.
Care Act 2014	CA2014	Effective from April 2015 significantly reformed the law relating to care and support for adults and carers. This legislation also introduces a number of provisions about safeguarding adults at risk from abuse or neglect. Clauses 42-45 of Chapter 14 of the Care Act provide the statutory framework for protecting adults from abuse and neglect.
Care and Support Needs		The support a person needs to achieve key outcomes in their daily life as relating to wellbeing, quality of life and safety.
Care Programme Approach	CPA	The CPA is a way that services are assessed, planned, coordinated and reviewed for someone with mental health problems or a range of related complex needs.
Care Quality Commission	CQC	The independent regulator of all health and social care services in England.
Care Quality Commission	CQC	The body responsible for the registration and regulation of health and social care in England.
Care Settings or Services		Health care, nursing care, social care, domiciliary care, social activities, support setting, emotional support, housing

Name	Acronym	Definition
		support, emergency housing, befriending and advice services and services provided in someone's own home by an organisation or paid employee for a person by means of a personal budget.
Carer		Unpaid carers such as relatives or friends of the adult. Paid workers, including personal assistants, whose job title may be 'carer', are called 'staff'.
Central Referral Unit	CRU	Where all referrals to the police are received, risk assessed, graded and allocated for action by the most appropriate police team and/or partner agency.
Child Death Overview Panel	CDOP	The CDOP reviews all child deaths in South Tyneside, Sunderland and Gateshead to learn lessons and ensure safeguarding responsibilities have been carried out.
Child Exploitation and On-line Protection Service	CEOP	CEOP works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account, protecting children from harm online and offline.
Child Protection	CP	Child protection is the protection of children from violence, exploitation, abuse and neglect.
Child Protection Conference	CPC	The child protection conference is a formal meeting which is overseen, chaired, by a member of the safeguarding unit, who is well qualified and has a lot of experience in child protection matters.
Child Protection Plan	CPP	A child protection plan is a plan drawn up by the local authority. It sets out how the child can be kept safe, how things can be made better for the family and what support they will need.
Child Sexual Exploitation	CSE	It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity: a) In exchange for something the victim needs or wants, and/or b) For the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Children and Families Social Care	CFSC	CFSC support family members who have additional needs beyond what health, education or community services can help with. They also have a duty to safeguard children who may be at risk of harm, whether from family members or others.
Children and Family Court Advisory and Support Service	CAFCASS	Cafcass represents children in family court cases in England.
Children and Young People's Services	CYPS	A service within Northumberland, Tyne and Wear NHS Trust assessing the mental health needs of children and young people.

Name	Acronym	Definition
Children In Need	CIN	When a single assessment is in progress or has been completed and a child and their family have identified needs that require support, either through continued social work intervention or through the provision of services, a child in need plan should be developed with the family and with any other relevant agency.
Children Missing Education	CME	Statutory guidance for local authorities and advice for other groups on helping children who are missing education get back into it. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
Clinical Commissioning Group	CCG	These were formally established on 1 April 2013 to replace Primary Care Trusts and are responsible for the planning and commissioning of local health services for the local population.
Clinical Governance		The framework through which the National Health Service (NHS) improves the quality of its services and ensures high standards of care and treatment.
Community Safety		A range of services and initiatives aimed at improving safety in the community. These include Safer Neighbourhoods, anti-social behaviour, hate crime, domestic abuse, PREVENT, human trafficking, modern slavery, forced marriage and honour violence.
Community Safety Partnership	CSP	A strategic forum bringing agencies and communities together to tackle crime within their communities. Community Safety Partnerships (CSPs) are made up of representatives from the responsible authorities; Police, police authorities, local authorities, Fire and Rescue authorities, Clinical Commissioning Groups, Community Rehabilitation Companies and the National Probation Service.
Concern		A concern that a person at risk is or may be a victim of abuse, neglect or exploitation. An alert may be a result of a disclosure, an incident, or other signs or indicators.
Consent		The voluntary and continuing permission of the person to an intervention based on an adequate knowledge of the purpose, nature, likely effects and risks of that intervention, including the likelihood of its success and any alternatives to it.
Contemporaneous Notes		Notes taken at the time of meetings with individuals, telephone calls, visits to premises during the course of an investigation. These may also be important in the context of giving evidence in legal proceedings.
Coordinated Action Against Domestic Abuse	CAADA	A national charity dedicated to ending domestic abuse.
Corporate Parenting Board	CPB	Some children experience harm or risk of harm which is so significant that the Council must secure their safety by taking them into care and becoming their legal guardian. A child in this situation is a Looked After Child and the Council becomes their Corporate Parent.
Council for Voluntary	CVS	South Tyneside CVS is the 'umbrella' organisation for the local voluntary and community sector, sometimes called an

Name	Acronym	Definition
Services		'infrastructure body'.
Crown Prosecution Service	CPS	The government department responsible for prosecuting criminal cases investigated by the police in England and Wales.
Crown Prosecution Service	CPS	The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales.
Defensible Decision Making	DDM	Providing a clear rationale based on legislation, policy, models of practice or recognised tools utilised to come to an informed decision. This decision is based on the information known at that particular time and it is important to accurately and concisely record the decision making process, in order to explain how and why the decision was made at that time.
Department for Education	DfE	The Department for Education is responsible for children's services and education, including higher and further education policy, apprenticeships and wider skills in England.
Department of Health and Social Care	DHSC	The DHSC helps people to live more independent, healthier lives for longer.
Deprivation of Liberty Safeguards	DoLS	Measures to protect people who lack the mental capacity to make decisions regarding care and treatment within a particular establishment for themselves which came into effect in April 2009 as part of the Mental Capacity Act 2005, and apply to people in care homes or hospitals where they may be deprived of their liberty.
Did Not Attend	DNA	DNA means that the service user does not turn up for the appointment and does not contact in advance to cancel/change appointment.
Director of Children's Services	DCS	The DCS is appointed for the purposes of discharging the education and children's social services functions of the local authority.
Disclosure and Barring Service	DBS	A government body established in 2012 through the Protection of Freedoms Act and the merger of two former organisations, the Criminal Records Bureau and the Independent Safeguarding Authority. The DBS is designed to help employers make safer recruitment decisions and prevent unsuitable people from working with adults at risk. The DBS search police records and barring lists of prospective employees and issue DBS certificates. They also manage central barred lists of people who are known to have caused harm to adults with needs of care and support.
Domestic Abuse	DA	Cross-government definition of domestic violence /abuse is: any incident / pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, and not limited to: psychological, physical, sexual, financial and emotional abuse. Controlling behaviour is a range of acts designed to make a person

Name	Acronym	Definition
		subordinate and/or dependent by isolating them from sources of support, exploiting resources and capacities for personal gain, depriving them of independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. (Home Office March 2013)
Domestic Abuse, Stalking and Harassment and Honour Based Violence Risk Assessment	DASH RIC	A risk identification checklist (RIC) is a tool used to help front-line practitioners identify high risk cases of domestic abuse, stalking and 'honour'-based violence.
Domestic Homicide Review	DHR	Statutory reviews commissioned in response to deaths caused through domestic violence. They are subject to the guidance issued by the Home Office in 2006 under the <i>Domestic Violence Crime and Victims Act 2004</i> . The basis for the domestic homicide review (DHR) process is to ensure agencies are responding appropriately to victims of domestic abuse offering and/or putting in place suitable support mechanisms, procedures, resources and interventions with an aim to avoid future incidents of domestic homicide and violence.
Duty of Candour	DoC	A requirement on all health and adult social care providers registered with the Care Quality Commission (CQC) to be open with people when things go wrong. The duty of candour means that providers have to act in an open and transparent way in relation to service user care and treatment.
Education Welfare Officer	EWO	EWOs are those who dedicate their professional lives to supporting attendance in local schools, sorting out problems in the home to try and help children get the most out of their education.
Emergency Protection Order	EPO	An emergency protection order is used in exceptionally serious situations. It gives: limited parental responsibility for the child to whoever applied for the order.
Fabricated or Induced Illness	FII	FII is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.
Family Group Conference	FGC	An approach used to try and empower people to work out solutions to their own problems. A trained FGC coordinator can support the person at risk and their family or wider support network to reach an agreement about why the harm occurred, what needs to be done to repair the harm and what needs to be put into place to prevent it from happening again. (SCIE)
Female Genital Mutilation	FGM	The practice, traditional in some cultures, of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal in many countries.
Foetal Alcohol Syndrome	FAS	The mental and physical problems that can develop in the baby if a woman drinks alcohol while pregnant.
Freedom of Information	FOI	The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities; and. members of the

Name	Acronym	Definition
		public are entitled to request information from public authorities.
General Data Protection Regulation	GDPR	The GDPR is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).
General Medical Council	GMC	The GMC is a public body that maintains the official register of medical practitioners within the United Kingdom. Its chief responsibility is 'to protect, promote and maintain the health and safety of the public' by controlling entry to the register, and suspending or removing members when necessary.
General Practitioner	GP	A GP is a physician who does not specialize in one particular area of medicine. GPs provide routine health care (e.g., physical examinations, immunizations) and assess and treat many different conditions, including illnesses and injuries.
Harm		Involves ill treatment (including sexual abuse and forms of ill treatment which are not physical), the impairment of, or an avoidable deterioration in, physical or mental health and/or the impairment of physical, intellectual, emotional, social or behavioural development.
Hate Crime		Any crime that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability.
Health and Well-being Board	HWB	A statutory, multi-organisation committee of NHS and local authority commissioners coordinated by the local authority which gives strategic leadership across the local authority area regarding the commissioning of health and social care services.
Health Visitor	HV	Health Visitors promote health and the prevention of illness in all age groups. Most of their work is aimed at supporting families with young children, beginning in the ante-natal period.
HealthWatch		An independent consumer champion created to gather and represent the views of the public. It exists in two distinct forms - local Healthwatch and Healthwatch England at a national level. The aim of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality. Local Healthwatch has taken on the work of the Local Involvement Networks (LINKs).
Human Trafficking		The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation".
Independent Mental Capacity Advocate	IMCA	Established by the Mental Capacity Act 2005, IMCAs are a legal safeguard for people who lack the capacity to make specific important decisions, including decisions about where they live and serious medical treatment options. IMCAs are mainly instructed to represent people where there is no one independent of services (such as a family member or friend) that are able to represent the person. However, in the case of safeguarding concerns, IMCAs can be

Name	Acronym	Definition
		appointed anyway (i.e. irrespective of whether there are friends or family around and irrespective of whether accommodation or serious medical treatment is an issue).
Independent Reviewing Officer	IRO	IROs are the people who chair reviews for children living in children's homes or foster care (sometimes called "looked after" or "in care").
Independent Safeguarding Authority	ISA	A public body set up by the Home Office to assess the suitability of anyone who wants to work with children or vulnerable adults such as pensioners, hospital patients or prisoners.
Individual Domestic Violence Advisor	IDVA	The main purpose of IDVAs is to address the safety of victims at high risk of harm from intimate partners, ex-partners or family members to secure their safety and the safety of their children.
Individual Management Review	IMR	An IMR is a report detailing, analysing and reflecting on the actions, decisions, missed opportunities and areas of good practice within the individual organisation.
Information Communication Technology	ICT	ICT refers to technologies that provide access to information through telecommunications.
Initial Child Protection Conference	ICPC	The ICPC brings together family members, the child (where appropriate), supporters/advocates and those professionals most involved with the child and family to share information, assess risks and to formulate an agreed plan of management and services, with the child's safety and welfare as its paramount aim.
Integrated Safeguarding Interventions Team	ISIT	ISIT provides a single point of contact for professionals and public alike reporting concerns for vulnerable children and young people.
Let's Talk		The team will ensure that everyone has access to information and advice which supports their wellbeing. This will include online information, and telephone advice supported by trained Adult Social Care Advisors. This means information can be more responsive, up-to-date and tailored to individual requirements.
Life Limiting or Life Threatening	LL/LT	Life-threatening conditions are those where there is a possibility of a cure or remission, failure of which will lead to death. Cancer is an example of a life-threatening condition. Life-limiting conditions are those for which there is no cure and death is inevitable, either in childhood or early adulthood.
Local Authority Designated Officer	LADO	The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child. possibly committed a criminal offence against children, or related to a child.
Looked After Children	LAC	A Looked After Child (sometimes referred to as 'LAC') is a child who is Accommodated by the local authority, a child who is the subject to an Interim Care Order, full Care Order or Emergency Protection Order; or a child who is remanded by a court into local authority accommodation or Youth Detention Accommodation.
Making Safeguarding Personal	MSP	An approach to safeguarding work which aims to move away from safeguarding being process driven and instead, to place the person at risk at the centre of the process and work with them to achieve the outcomes they want.

Name	Acronym	Definition
Mate Crime		A form of exploitation which occurs when a person is harmed or taken advantage of by someone they thought was their friend.
Mental Capacity		Refers to whether someone has the mental capacity to make a decision or not. The Mental Capacity Act 2005 and the code of practice outline how agencies should support someone who lacks the capacity to make a decision.
Multi-Agency Public Protection Arrangements	MAPPA	Statutory arrangements for managing sexual and violent offenders.
Multi-Agency Risk Assessment Conference	MARAC	A multi-agency forum of organisations that manage high risk cases of domestic abuse, stalking and 'honour'-based violence.
Multi-Agency Safeguarding Hub	MASH	A joint service made up of Police, Adult Services, NHS and other organisations. Information from different agencies is collated and used to decide what action to take. This helps agencies to act quickly in a co-ordinated and consistent way, ensuring that the person at risk is kept safe.
National Health Service	NHS	The publicly funded health care system in the UK.
No Delay		The principle that safeguarding responses are made in a timely fashion commensurate with the level of presenting risk. In practice, this means that timescales act as a guide in recognition that these may need to be shorter or longer depending on a range of factors such as risk level or to work in a way that is consistent with the needs and wishes of the adult.
No Further Action	NFA	When a case or enquiry cannot proceed any further.
Non Accidental Injury	NAI	NAI is common, and potentially life-threatening. It can present with musculoskeletal problems, such as pain, swelling or limping, and all healthcare professionals who have contact with children should be alert to the possibility of abuse.
Not in Education, Employment or Training	NEET	A young person who is no longer in the education system and who is not working or being trained for work.
Office for Standards in Education	OFSTED	Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.
Office of the Public Guardian	OPG	The administrative arm of the Court of Protection and supports the Public Guardian in registering enduring powers of attorney, lasting powers of attorney and supervising Court of Protection appointed deputies.
Parents Against Child Exploitation	PACE	Pace helps parents across the UK understand what is happening to their child and how parents are the prime agents in helping their child exit exploitative relationships.
Patient Advice and Liaison Service	PALS	A NHS service created to provide advice and support to NHS patients and their relatives and carers.

Name	Acronym	Definition
Personal, Social and Health Education	PSHE	PSHE education is a school subject through which pupils develop the knowledge, skills and attributes they need to keep themselves healthy and safe, and prepare for life and work.
Police National Database	PND	The PND is available to all police forces and wider criminal justice agencies throughout the United Kingdom, allowing the police service to share local information and intelligence on a national basis.
Prevent		Prevent is the preventative strand of the government's counter-terrorism strategy - CONTEST launched in 2007 which seeks to stop people from becoming terrorists or supporters of terrorism and aims to respond to the ideological challenge of terrorism and the threat from those who promote it; prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support and work with sectors and institutions where there are risks of radicalisation that need to be addressed.
Prevention		Describes how the care and support system (and the organisations forming part of this system) work to actively promote the wellbeing and independence of people rather than waiting to respond when people reach crisis. The purpose of this approach is to prevent, reduce or delays needs escalating.
Probation and Prisons Ombudsman	PPO	The PPO carries out independent investigations into deaths and complaints in custody.
Protecting Vulnerable People Unit (Police)	PVP	This unit is primarily concerned with the protection of vulnerable and at-risk individuals, who have become (or are at risk of becoming) victims of child abuse; child sexual exploitation; domestic abuse; female genital mutilation; forced marriage; honour-based violence; modern slavery; prostitution; serious sexual offences; stalking and harassment.
Protection of Property		The duty of the local authority to protect the moveable property of a person with care and support needs who is being cared for away from home in a hospital or in accommodation such as a care home, and who cannot arrange to protect their property themselves. This could include their pets as well as their personal property (i.e. personal possessions and furniture).
Public Interest		A decision about what is in the public interest needs to be made by balancing the rights of the individual to privacy with the rights of others to protection.
Radicalisation		Involves the exploitation of susceptible people who are drawn into violent extremism by radicalisers often using a persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. The PREVENT Strategy, launched in 2007, seeks to stop people becoming terrorists or supporting terrorism.
Safeguarding Activity		Activity to protect a person's right to live in safety, free from abuse and neglect. It involves people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time

Name	Acronym	Definition
		making sure that their wellbeing and safety is promoted. Actions undertaken upon receipt of a safeguarding referral. This may include information gathering, holding a safeguarding planning meeting, activities to resolve the risks highlighted, safeguarding review meetings and developing a safeguarding plan.
Safeguarding Adult Review	SAR	A statutory review commissioned by the Safeguarding Adults Board in response to the death or serious injury of an adult with needs of care and support (regardless of whether or not the person was in receipt of services) and it is believed abuse or neglect was a factor. The process aims to identify learning in order to improve future practice and partnership working.
Safeguarding Adults Board	SAB	A statutory, multi-organisation partnership committee, coordinated by the local authority, which gives strategic leadership for adult safeguarding, across the local authority. A SAB has the remit of agreeing objectives, setting priorities and coordinating the strategic development of adult safeguarding across its area.
Safeguarding Children Board	SCB	The Safeguarding Children Board oversees arrangements for safeguarding children in South Tyneside. Whilst it focuses on keeping children safe it does this to support them in leading healthy and fulfilling lives.
Safeguarding Enquiry		The action taken or instigated by the local authority in response to concerns that abuse or neglect may be taking place. An enquiry could range from a conversation with the adult, or if they lack capacity, or have substantial difficulty in understanding the enquiry, their representative or advocate, prior to initiating a formal enquiry under Section 42, right through to a much more formal multi-agency plan or course of action.
Safeguarding Planning Meeting		A multi-agency meeting (or discussion) involving all professionals and the adult if they choose, to agree how best to deal with the situation as determined by views and wishes of the individual.
Safeguarding Support Plan	SSP	One outcome of the enquiry may be the formulation of agreed action for the adult which should be recorded on their care plan. This will be the responsibility of the relevant agencies to implement.
Section 42 Enquiry	S42	A concern becomes a referral once it has been assessed and it has been determined that the concerns fall within the remit of adult safeguarding arrangements.
Section 47 Enquiry	S47	An investigation carried out when there is reasonable cause to believe that a child has suffered or is likely to suffer significant harm.
Serious Case Review	SCR	A serious case review (SCR) takes place after a child dies or is seriously injured and abuse or neglect is thought to be involved. It looks at lessons that can help prevent similar incidents from happening in the future.
Serious Incident Requiring Investigation	SIRI	A process used in the NHS to investigate serious incidents resulting in serious harm or unexpected or avoidable death of one or more patients, staff, visitors or members of the public.

Name	Acronym	Definition
Services for Young People	SYP	Services for Young People provide a range of informal personal and social education opportunities for children and young people aged 5-19 years (up to 25 years if the young person has special needs / disabilities).
Significant Incident Learning Process	SILP	SILP is a tried and tested approach to reviewing cases, whether in the context of a serious case review or other form of learning activity.
Social Care Institute for Excellence	SCIE	The Social Care Institute for Excellence (SCIE) improves the lives of people who use care services by sharing knowledge about what works.
Special Educational Needs	SEN	The term 'special educational needs' has a legal definition, referring to children who have learning problems or disabilities that make it harder for them to learn than most children of the same age.
Sudden Unexpected Death In Childhood	SUDC	Sudden Unexplained Death in Childhood occurs in children beyond the age of twelve months. The cause of death remains unexplained after thorough case investigation including: examination of the child and family's medical history.
Sudden Unexpected Death in Infancy	SUDI	Sudden unexpected death in infancy, or SUDI, is a broad term that covers both sudden infant death syndrome, or SIDS, and fatal sleeping accidents. Most SUDI deaths occur in a sleeping environment.
The National Institute for Health and Clinical Excellence	NICE	Guidance, advice and information services for health, public health and social care professionals.
UK Human Trafficking Centre	UKHTC	The aim of the UKHTC is to increase knowledge and understanding of human trafficking amongst police and partner agencies, as well as raise awareness of the issue and encourage the public to come forward with information
Unaccompanied Asylum Seeking Child	UASC	Children seeking asylum who have no responsible adult to care for them are separated or 'unaccompanied', and are therefore 'in need'.
United Kingdom Visas and Immigration		UK Visas and Immigration now manages applications for people who want to visit, work, study or settle in the UK. Previously, this was part of UKBA (UK Border Agency) which closed in 2013.
Violent and Sexual Offenders Register	VISOR	A database of records of those required to register with the police under the Sexual Offences Act 2003 (the 2003 Act), those jailed for more than 12 months for violent offences, and those thought to be at risk of offending.
Vital Interests		A term used in Data Protection Act 1998 to permit sharing of information where it is critical to prevent serious harm or distress or in life threatening situations
Voluntary Community and Faith Sector	VCSF	The term 'Voluntary, Community and Faith Sector' encompasses all not-for-profit voluntary, community and faith groups, organisations, charities, social enterprises, cooperatives and mutuals, large and small.
Wilful Neglect or Ill Treatment		An intentional, deliberate or reckless omission or failure to carry out an act of care or intentionally causes harm by someone who has care of a person who lacks capacity to care for themselves.

<u>Name</u>	<u>Acronym</u>	<u>Definition</u>
Working Together	WT	The statutory guidance on what's expected of organisations to safeguard and promote the welfare of children.
Young Offender Institution	YOI	Young Offenders will serve their sentence in a YOI. A YOI could be on its own or part of an adult prison. If a Young Offender is on remand, they could be in a YOI remand centre or a local adult prison until the outcome of the trial.
Youth Justice Board	YJB	A non-departmental public body responsible for overseeing the youth justice system in England and Wales.
Youth Justice Service	YJS	The Youth Justice Service is for young people involved in anti-social behaviour and offending. Services include group work programmes, support, advice and guidance.

8. Key Safeguarding Documents

The Core legislation underpinning the work of STSCB is the ***Children Act 1989***, which provides 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 STSCB are shaped by guidance issues by the Department for Education, the Department of Health and the Home Office, notably **[Working Together to Safeguard Children 2015](#)**

- Local Practice is guided by the **[STSCB Safeguarding Children Procedures](#)**
- **[Working Together to Safeguard Children 2015](#)** – A guide to inter-agency working to safeguard and promote the welfare of children, HM Government 2013
- **[Framework and Evaluation Schedule](#)** for the Inspections of Children in Need of Help and Protection, Children Looked After and Care Leavers: Reviews of Local Safeguarding Children Board 2015
- **[Statutory guidance on making arrangements to safeguard and promote the welfare of children](#)** under Section 11 of the Children Act 2004, Department of Education and Skills, 2005
- **[What to Do If You Are Worried A Child Is Being Abused](#)**, HM Government (HMG) Publications, March 2015
- **[Information Sharing: Advice for Practitioners Providing Safeguarding Services](#)**
- **[Keeping Children Safe In Education](#)**; Statutory guidance for schools and colleges
- **[The Sexual Exploitation of Children: It Couldn't Happen Here Could It?](#)**
- **[The Government's Response to Child Sexual Exploitation](#)**
- **[The Children Act 2004](#)** , HMSO, London, 2004
- **[The Children Act 1989](#)**, HMSO, London, 1989
- **[The Rights of the Child](#)**, United Nations, 1989
- **[The Local Safeguarding Children Boards Regulations 2006](#)** (Statutory Instrument 2006 No.90)
- **[European Convention of Human Rights](#)**, Rome, 1950
- **[Local Safeguarding Children Boards](#)**, Ofsted, 2013