



South Tyneside Safeguarding Children Board

# **South Tyneside Safeguarding Children Board**

## **Terms of Reference for Sub Groups**

# **2016 – 2017**

Review Date: April 2017

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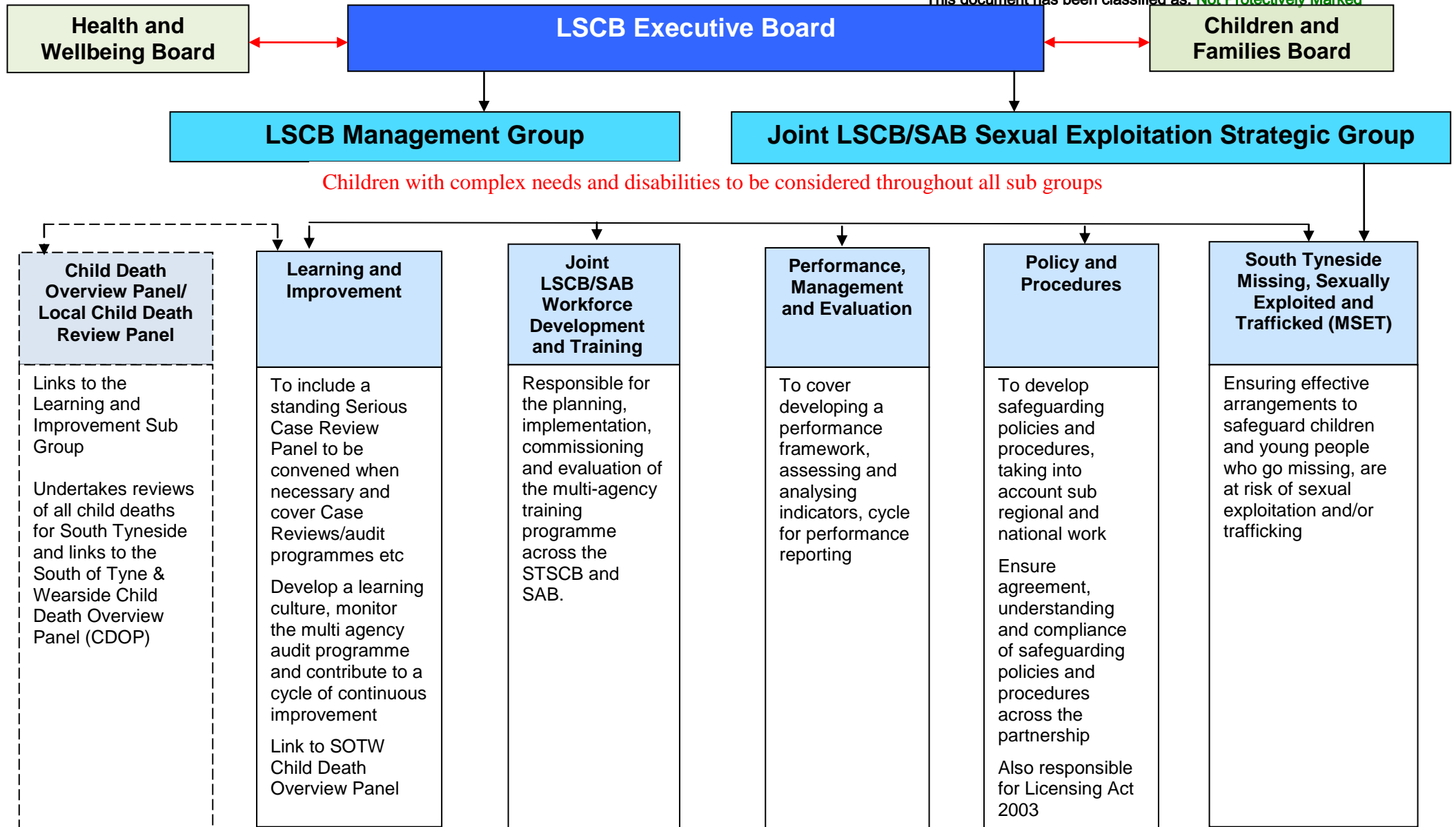
## **1. Introduction**

1.1 This document sets out the terms of reference for each of the South Tyneside Safeguarding Children Board (STSCB) sub groups. Due to common themes identified with the Safeguarding Adults Board (SAB) some sub groups have merged into joint sub groups. Groups include:

- The Management Group
- Child Death Review
- Learning and Improvement
- Joint LSCB/SAB Workforce Development and Training
- Performance Management and Evaluation
- Policy and Procedures
- Joint LSCB/SAB Sexually Exploited Strategic
- South Tyneside Missing, Sexually Exploited and Trafficked (MSET)

1.2 The terms of reference for the Executive Board are outlined in the Local Safeguarding Children Board (LSCB) Governance and Memorandum of Understanding document.

1.3 The following diagram illustrates the structure of STSCB.



**Key:**     $\longrightarrow$  Line of Communication

$\longleftrightarrow$  Two Way Line of Communication

----- Ensuring links with other groups

## **2. Roles and Responsibilities of the STSCB Sub Groups**

### **2.1 Management Group**

Responsible for ensuring the delivery of the LSCB's statutory functions; *monitoring the finances of the LSCB; overseeing the strategic direction of the LSCB, overseeing and coordinating the work of the LSCB sub groups.*

#### **Functions:**

- To ensure the effectiveness of the LSCB
- To drive multi-agency working across the LSCB partnership
- To determine the key priorities for the LSCB
- To ensure the LSCB carries out its statutory functions
- To monitor the LSCB finances
- To agree and monitor the work of LSCB sub groups, holding the sub groups to account for progressing their specific remit and responding to emerging issues
- To ensure evidenced based strategies are in place to safeguard children
- To ensure effective data management and information sharing systems are in place
- To make recommendations to the LSCB for service development and commissioning
- To support the implementation of safeguarding strategies and action plans
- To establish performance management criteria/success criteria for the LSCB

#### **Reporting Arrangements:**

The Management Group includes senior representatives of the statutory partner agencies, and the Chairs of the 6 standing sub groups. These groups all maintain action plans and the representatives from each sub group will report into the Management Group on their progress against their action plans and terms of reference.

The Management Group will use the LSCB Business Plan as its action plan. The Management Group will report quarterly to the LSCB Executive on progress against the Business Plan and will submit completed work and any recommendations to the Executive Board for approval.

#### **Membership:**

Senior representation from:

- Barnardo's
- Northumbria Police

- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Children's Social Care
- South Tyneside NHS Foundation Trust

Advisors:

- STSCB (Business Manager)
- Local Authority Designated Officer (LADO)
- Legal Services (Principal Solicitor)
- Community Safety Team

### **Frequency of Meetings:**

This sub group is scheduled to meet quarterly.

## **2.2 Child Death Review Sub Group**

### **Responsible For:**

Reviewing all deaths of children aged 0-18 years to identify patterns and trends and consider how such deaths might be prevented in the future. This sub group is also responsible for ensuring the South of Tyne and Wearside procedures are implemented following the death of a child for whom South Tyneside was the normal place of residence.

### **Functions:**

The functions of this sub group are determined by the statutory functions of the Safeguarding Children Board (SCB) as shown below.

- a) collecting and analysing information about each death with a view to identifying — any case giving rise to the need for a review mentioned in regulation 5(1)(e); (ii) any matters of concern affecting the safety and welfare of children in the area of the authority; and (iii) any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area; and
- b) putting in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death

Further functions include:

- Develop and review, in liaison with colleagues from Gateshead and Sunderland, local child death review and overview procedures regarding the identification, notification and review of child deaths
- Ensure the local procedures are implemented and to monitor the effectiveness and impact of the procedures
- Receive reports on all child deaths in South Tyneside

- Ensure that local child death review practices and procedures are fit for purpose and result in a thorough review of each child death subject to the circumstances of that death
- Ensure that any necessary action is taken in relation to individual child deaths
- Facilitate and support the appropriate involvement of parents and carers and other individuals in the review process
- Ensure that any matters of public health and safety are addressed at the earliest opportunity
- Work with the South of Tyne & Wearside Child Death Overview Panel towards reducing the number of preventable deaths/modifiable factors and improving outcomes for children and young people
- Strengthen local services, procedures and practices by identifying lessons learnt from child deaths and making appropriate recommendations
- Develop the Child Death Review sub group action plan. This should reflect the priorities agreed by the LSCB
- Contribute to the strategic planning process via the LSCB Business Plan, the Children and Young People's Plan and other single and multi agency planning processes

### **Membership:**

Senior representation from:

- Impact Family Services (Independent)
- North East Ambulance Service
- Northumbria Police
- South of Tyne and Wear CDOP
- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Services for Young People
- South Tyneside NHS Foundation Trust

### **Advisors:**

- STSCB (Business Manager)
- Local Authority Designated Officer (LADO)
- Legal Services (Principal Solicitor)
- Community Safety Team

### **Frequency of Meetings:**

This sub group is scheduled to meet bi-monthly. However the group will not meet if there are no child deaths to disclose.

## 2.3 **Learning and Improvement Sub Group**

### **Responsible For:**

The local learning and improvement framework, monitoring multi agency audit programmes and contributing to the cycle of continuous improvement.

Working Together 2015 requires LSCB to maintain a local Learning and Improvement Framework which is shared across local organisations who work with children and families. In accordance with this the sub group will develop a learning culture, monitor the multi agency audit programme and contribute to a cycle of continuous improvement.

**NB: this sub group will initiate a Serious Case Review panel which will be convened when necessary.**

### **Functions:**

- Develop and maintain a local Learning and Improvement Framework that enables organisations to be clear about their responsibilities, to learn from experience and improve services as a result
- Develop a referral and gate keeping process to ensure a consistent and appropriate response is given to any referrals into the group for consideration
- Devise, implement, monitor and evaluate a full range of reviews and audits which are aimed at driving improvements to safeguard and promote the welfare of children
- Undertake a Serious Case Review (SCR) which meets the criteria under regulation 5 of the Local Safeguarding Boards Regulations 2006
- Ensure that the impact of SCRs and other reviews on improving services to children and families and/or reducing the incidents of death or serious harm to children are described in the LSCB annual report
- Translate the findings from reviews into action plans which lead to sustainable improvements

### **Membership:**

Senior representation from:

- Barnardo's
- National Probation Service
- Northumberland, Tyne and Wear NHS Trust
- Northumbria Police
- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Children and Families Social Care
- South Tyneside Council, Services for Young People



- South Tyneside NHS Foundation Trust

**Advisors:**

- STSCB (Business Manager)
- Local Authority Designated Officer (LADO)
- Legal Services (Principal Solicitor)
- Community Safety Team

**NB: Once a decision has been made to undertake a Serious Case Review an Overview Panel should be formed, consisting of independent members, senior representation and an Independent Chair.**

**Frequency of Meetings:**

This sub group will meet bi-monthly.

**2.4 Workforce Development and Training Sub Group**

**Responsible For:**

The planning, implementation, commissioning and evaluation of the multi agency training programme. They will ensure training needs are identified and met within the context of local/national policy and practice developments. Training may be provided by the LSCB or by member agencies. The sub group will monitor the take up of training, whether single or multi agency and ensure that the training is effective in terms of its impact on service delivery and outcomes.

**Functions:**

- Ensure that a high quality training strategy is drawn up and implemented to improve the knowledge and skills of a range of practitioners who work with children and families, taking into account their variation in need
- Ensure the training strategy is based on:
  - Training needs analysis from member agencies
  - The priorities highlighted within the LSCB Business Plan 2014/17
- Ensure that the training strategy is reviewed annually
- Review and monitor the quality, uptake and impact of all training, including e-learning
- Evaluate the training delivered through regular audit. This will include the effectiveness and impact on improving front line practice and the experiences of children, young people, families and carers
- Report directly to the LSCB by a report from the Chairperson every six months

- Ensure the training provided is cost effective and the training budget is deployed efficiently
- To coordinate the training resources available within partner agencies and ensure that they are used to provide a consistent level of service across agencies
- Promote other methods of e-learning, e.g. briefings, quality circles, learning forums

### **Membership:**

Members of the sub group should have sufficient authority within their organisation to inform and influence the single agency training offered and be able to commit their organisation to the LSCB Training Strategy.

- Matrix
- National Probation Service
- Northumberland, Tyne and Wear NHS Trust
- Northumbria Police
- South Tyneside College
- South Tyneside Council, Children and Families Social Care
- South Tyneside Council, Community Safety
- South Tyneside Council, Services for Young People
- South Tyneside NHS Foundation Trust

### **Frequency of Meetings:**

This sub group will meet on a bi-monthly basis.

## **2.5 Performance Management and Evaluation Sub Group**

### **Responsible For:**

Establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi agency basis, in respect of safeguarding children. The purpose of this role is to ensure high standards of practice and provision and the continuous review, evaluation and improvement of services.

### **Functions:**

- Work to the priorities in the LSCB Business Plan 2014/17
- Ensure that monitoring arrangements are set up in each agency so their own performance can be analysed
- Set standards in accordance with LSCB policies and procedures and monitor compliance through quality review and audit activity
- Analyse a range of sources of information (including an integrated dataset) to inform service planning, delivery and evaluation
- Monitor and provide an analysis of the relevant child protection inter agency activity to the LSCB

- Produce this analysis in the form of quarterly monitoring reports to the LSCB
- Promote high standards of continuous improvement and identify and act upon gaps and weaknesses in services
- Ensure the monitoring role complements and contributes to the work of the Children and Families Board and Health and Wellbeing Board
- Ensure Serious Case Review recommendations are disseminated through agencies and review the reports on how recommendations have been implemented within individual agencies on behalf of the LSCB
- Inform and influence the Children and Families Plan and Child Poverty Strategy
- Ensure information from complaints and commendations is included in quality assurance processes

### **Membership:**

Senior representation from:

- Northumbria Police
- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Children and Families Social Care
- South Tyneside Council, Service for Young People
- South Tyneside Council, Strategy and Performance
- South Tyneside NHS Foundation Trust

### **Advisors:**

- STSCB (Business Manager)
- Local Authority Designated Officer (LADO)
- Legal Services (Principal Solicitor)
- Community Safety Team

### **All members should:**

- Understand the LSCB Performance Framework and how it will integrate into their own agency's performance arrangements
- Take responsibility for the collection of data relevant to their agency that contributes towards the LSCB Integrated Data Set
- Influence their agency's business plan to incorporate objectives from the LSCB Business Plan where relevant
- Support and advise the LSCB staff team in matters for performance
- Be updated with national and regional developments that will impact on the LSCB Business Plan

### **Frequency of Meetings:**

This sub group will meet quarterly.

## 2.6 **Policy and Procedures Sub Group**

### **Responsible For:**

The development of policies and procedures for safeguarding and promoting the welfare of children in South Tyneside 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
- Cooperation with neighbouring children's services authorities and their Board partners

### **Functions:**

- Develop, review and update the safeguarding procedures on an annual basis
- Develop policies and procedures in response to new legislation, guidance, research, local and national developments, including the learning from Serious Case Reviews
- Monitor and evaluate policies and procedures regarding their effectiveness and impact and review where improvements can be made

### **Membership:**

Senior representation from:

- Northumbria Police
- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Children and Families Social Care
- South Tyneside Council, Services for Young People
- South Tyneside NHS Foundation Trust

### **Advisors:**

- STSCB (Business Manager)
- Local Authority Designated Officer (LADO)
- Legal Services (Principal Solicitor)
- Community Safety Team

### **Frequency of Meetings:**

This sub group will agree new procedures and amendments via email and will convene a meeting when necessary.

## 2.8 **Joint LSCB/SAB Sexual Exploitation Strategic Sub Group**

### **Responsible For:**

The oversight of sexual exploitation of children, young people and the exploitation of vulnerable adults. The group will monitor the operational progress of the South Tyneside Missing, Sexually Exploited and Trafficked (MSET) sub group. It will ensure that multi-agency work is aligned to safeguarding those children, young people and vulnerable adults most at risk.

### **Functions:**

- To challenge and scrutinise the local strategy for CSE focussing on prevention, identification, support, disruption and prosecution
- To have an operational understanding of South Tyneside sexually exploited, missing and / or trafficked children, young people and vulnerable adults and be advised of local activity and multi-agency responses to cases where there are concerns about an individual child or group of children / young people
- To ensure that robust arrangements are in place to provide protection and support to children, young people and vulnerable adults experiencing or at risk of exploitation, missing episodes or trafficking
- To understand and promote a range of protective measures that aim to reduce Sexual exploitation , missing and trafficking opportunities in South Tyneside and raise community awareness of the risks and challenges associated with these areas of risk To develop an agreed workforce development programme that supports professionals knowledge, skills and competency working with these vulnerable groups
- Understand local performance data to influence a planned and effective multi-agency agency response to the risk taking behaviours Provide strategic oversight of the MSET operational group
- Work effectively with neighbouring authorities and contribute to a sub-regional CSE/ Exploitation Strategy maximising opportunities for joint learning and a planned approach to CSE/ exploitation, missing and trafficking

### **Membership:**

Senior representation from:

- Barnardo's
- Northumbria Police
- South Tyneside Clinical Commissioning Group
- South Tyneside Council, Adult Social Care
- South Tyneside Council, Children and Families Social Care

- South Tyneside Council, Children's Centres and Childcare
- South Tyneside Council, Community Safety
- South Tyneside Council, Youth Justice Service
- South Tyneside Homes
- South Tyneside NHS Foundation Trust
- South Tyneside Regulatory Services (including licensing)
- South Tyneside Youth Justice Service

#### **Frequency of Meetings:**

This group will meet quarterly.

### **2.9 South Tyneside Missing, Sexually Exploited and Missing (MSET) Sub Group**

#### **Responsible For:**

Coordinating and ensuring the effectiveness of multi-agency arrangements to safeguard and promote the welfare of children and young people who go missing, are at risk of sexual exploitation and /or trafficking.

#### **Functions:**

- Contribute to and develop a local demographic map that clearly illustrates local 'hotspots' of risk taking behaviours, particular areas of concern / activity related to missing, CSE and trafficking concerns
- Develop, maintain and revise agreed multi agency policies and procedures for responding to children that go missing, including a definition of 'missing'. The procedure must set out specific multi agency responsibilities and disseminated accordingly
- To co-ordinate and monitor the use of the local missing / CSE / Trafficked strategy, the findings of which will be shared with the LSCB Policies and Procedures sub group
- Ensure the LSCB has a clear understanding of the numbers and circumstances of children/young people going missing/ at risk and / or affected by sexual exploitation and trafficking in South Tyneside
- To ensure there are effective multi-agency information sharing and evaluation mechanisms in place regarding those children
- To ensure that all local powers of disruption are understood and considered in relevant cases
- To consider the needs and service response to children and young people identified as being at risk as a consequence of going missing/sexual exploitation/ Trafficked
- To make proposals to the CSE Strategic group for service development/commissioning to reduce the incidence and harm caused by children going missing and / or at risk of sexual exploitation / trafficked

- To ensure that relevant information is disseminated within members own organisations

### **Membership:**

Senior representation from:

- COAST
- De Paul UK
- MATRIX Service
- Northumberland, Tyne and Wear NHS Trust
- Northumbria Police
- Northumbria Probation (as required)
- South Tyneside College
- South Tyneside Council, Children and Families Social Care
- South Tyneside Council, Community Facilities
- South Tyneside Council, Services for Young People
- South Tyneside NHS Foundation Trust
- South Tyneside Youth Justice Service
- UK Border Agency (as required)
- Young People's Violence Advisory Service

### **Frequency of Meetings:**

This group will meet monthly.

## **3. Confidentiality and Information Sharing**

- 3.1 Information discussed at sub group meetings may contain restricted information relating to individuals. It is therefore essential that all members adhere to strict guidelines on confidentiality and information sharing.
- 3.2 Any reports that require circulation beyond the sub group will be fully anonymised and steps taken to ensure that no personal information can be identified.

## **4. Monitoring and Review**

- 4.1 The sub groups will meet bi-monthly – additional meetings may be called by agreement of the group.
- 4.2 The Chair of all sub groups will report to the LSCB Management Group bi-monthly and as required.
- 4.3 The sub group's action plan will be reviewed annually and refreshed/revised as necessary.

## **5. Quorum**

- 5.1 The quorum for a meeting of any sub group or working group shall be one third of its membership, provided that at least three agencies are represented at the meeting. The Executive may change the quorum for any sub group or working group at any time, to take effect from the date of the next meeting of the group in question.

## **6. Links**

- 6.1 The work of each sub group will need to link with that of the other LSCB sub groups and working groups. This will be primarily managed through the LSCB Management Group. However, each sub group is required to take proactive steps to inform other sub groups of developments which may be relevant to their role, remit and objectives.