



**ISLE OF WIGHT LOCAL SAFEGUARDING CHILDREN BOARD
CONSTITUTION (Incorporating roles and responsibilities of members)**

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Acknowledgements

The Isle of Wight Safeguarding Children Board wishes to acknowledge the work of the London LSCB Chairs group, London Lead Members for Children's Services and the Association of London Directors of Children's Services upon whose original work parts of the roles and responsibilities section of this document have been developed.

1. CONSTITUTION FOR ISLE OF WIGHT LOCAL SAFEGUARDING CHILDREN BOARD (IOWLSCB)

This document outlines the constitution for the IOW LSCB; it incorporates the terms of reference for the LSCB Strategy Group and should be read in conjunction with Statutory Instrument 2006 No.90 (LSCB Regulations) and statutory guidance contained in Working Together to Safeguard Children (2010).

The core objectives of the Local Safeguarding Children Board are set out in s14 (1) of the Children Act 2004 as:

- To co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority.
- To ensure the effectiveness of what is done by each such person or body.

The scope of the Isle of Wight Safeguarding Children Board is to safeguard and promote the welfare of Isle of Wight children in three broad areas of activity:

- Activity that aims to prevent maltreatment of any child.
- Activity that aims to prevent the impairment of health or development of any child.
- Activity that aims to ensure that children are growing up in circumstances consistent with safe and effective care.

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

In particular, the LSCB will carry out these activities by focusing on:

- Mechanisms to identify abuse and neglect wherever they occur;
- Work to increase the understanding of safeguarding children's issues in the professional and wider community;
- Work to ensure that organisations working or in contact with children operate safe recruitment and HR practices;
- Monitoring the effectiveness of each organisations' implementation of their duties under s11 of the Children Act 2004;
- Ensuring children know whom they contact when they have concerns about their own safety and welfare;
- Monitoring how agencies work together to safeguard children and young people and deliver statutory child protection functions;
- Monitoring the effectiveness of multi agency risk meetings, including Multi-Agency Public Protection Arrangements (MAPPA) and Multi-Agency Risk Assessment Committee (MARAC).

Proactive work that aims to target vulnerable children including:

- Evaluating and agreeing levels of need and intervention for work with families whose children have been identified as 'in need', but where the child is not suffering or at risk of suffering significant harm;
- Work to safeguard and promote the welfare of children who are potentially more vulnerable than the general population; for example, privately fostered children, children missing from home, or children with disabilities;
- Evaluating the systems in place that identify individuals who pose risk to children.

Reactive work to protect children who are suffering or at risk of suffering maltreatment including:

- Children abused and neglected within families, including those who experience domestic abuse;
- Children abused outside families by adults known to them;
- Children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home;
- Children abused by strangers;
- Children abused by other young people;
- Young perpetrators of abuse;
- Children abused through sexual exploitation.

Further functions in relation to child deaths;

- 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);
 - any matters of concern affecting the safety and welfare of children in the area of the authority; and
 - any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area; and
- Putting in place procedures for ensuring that there is a co-ordinated response by the Local Authority, their Board partners and other relevant persons to an unexpected death.

2. FUNCTIONS OF IOW LSCB

The LSCB is not a delivery body, its is a scrutiny and challenge body, which has a distinct role in the initiation of activities which investigate, challenge or improve practice in safeguarding

The LSCB is not accountable for the operational work of individuals / organisations, and does not have the power to direct other organisations. Each Board member retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services (Working Together 2010).

The work of the LSCB is part of the wider context of the Children and Young Persons Strategic Partnerships arrangements that aim to improve the overall wellbeing of all children on the Isle of Wight and therefore it contributes to the wider goals of improving outcomes for children. Child protection services are part of safeguarding and are delivered to those children and young people most at risk of harm.

As part of its broad function the LSCB will:

- While operating in the broader context of the Children and Young Persons Strategic Partnership, exercise its unique statutory role effectively in maintaining its independent challenge and scrutiny function.
- Focus on the implementation of the Staying Safe element of the Children, Young People and their Families Plan (CYPP) and monitor measurable outcomes for children and young people.
- Hold the Children and Young Persons Strategic Partnership to account on matters of safeguarding in all its activities, including appropriate challenge on performance

and results of performance indicators (see Joint LSCB /Childrens Trust protocol, due to be reviewed)

- Participate in the planning of services for children by highlighting gaps in service for the Trust to consider through its commissioning processes.
- Develop policies and procedures for safeguarding (which includes protection from harm) and promoting the welfare of children in the area.
- Be responsible for ensuring that effective arrangements are in place to determine when to hold a Serious Case Review, or other small scale audits or reviews. To ensure the review is carried out in an efficient and independent manner, and to ensure that learning from the review is disseminated across partner agencies and wider and leads to improved practice.
- Take responsibility for monitoring actions to improve safeguarding including the implementation of action plans arising from Serious Case Reviews.
- Ensure the LSCB role and function has a high profile on the Isle of Wight and that it communicates and raises awareness around how children can be safeguarded and their welfare promoted, that the safety and well being of children is paramount and over rides any duty of confidentiality and promote the message that safeguarding children and young people is everybody's responsibility.
- Ensure the effectiveness of safeguarding practice through audit and evaluation (including audit against S11 of the Children Act 2004).
- Challenge the Children and Young Persons Strategic Partnership to ensure the right systems and services are in place so that children are effectively safeguarded.
- Be responsible for holding the Children and Young Persons Strategic Partnership to account in ensuring that adequate provision of Safeguarding training is commissioned and organised in the children's workforce and others in relation to safeguarding on the Isle of Wight. The LSCB is responsible for the scrutiny of the evaluation of the impact of this training on the children's workforce.
- Provide 6 monthly reports to the Children and Young Persons Strategic Partnership including the Annual Plan (which should compliment the overarching CYPP).
- Ensure mechanisms are in place to identify abuse and neglect wherever they may occur.
- Ensure there are safe recruitment practices that safeguard children across all agencies.
- Ensure the general public, including children, know who they can contact when they have concerns about the safety of a child or young person.
- Ensure the development and maintenance of multi-agency safeguarding policy, procedures and good practices across the Isle of Wight.
- Be responsible for encouraging and monitoring safe recruitment and workforce practices across all services and agencies.
- The LSCB will require all of its associated sub-groups to demonstrate effectiveness against work plans. This will include requiring the Child Death Overview Panel (CDOP) to demonstrate its effectiveness in ensuring monitoring child deaths that occur on the Isle of Wight and reviewing individual cases where children have died or been seriously harmed where abuse or neglect is suspected. The Chair of the CDOP will present six monthly reports to the LSCB demonstrating the effectiveness of Child Death Review processes.
- The Board will agree priorities and a business plan annually to ensure its functions and priorities are carried out.

The Executive Group will monitor progress against these and oversee the work of the sub-groups against their work programmes developed from this business plan and the Executive Group Chair will report at every board (Strategy Group) meeting.

5. GOVERNANCE

Children Act 2004 requires each local authority (LA) to establish an LSCB, with the following core objectives;

- To co-ordinate what is done by each person or body represented on the LSCB for the purpose of safeguarding and promoting the welfare of children in the area of the LA.
- To ensure the effectiveness of what is done by each such person or body for that purpose.

Chapter 3 of *Working Together* then sets out governance and operational arrangements for LSCB's – the key issues for the purpose of this guidance being:

- an LSCB can cover more than one LA area;
- LSCB's should work within the broader context of the Children's Trust (or its equivalent); have a strong working relationship with the wider strategic partnership. However the LSCB must maintain a clear and distinct identity and not be subsumed within the Children's Trust, remaining capable of challenge and offering an independent voice; and should not be an operational sub committee of the Trust;
- the LA is responsible for appointing a Chair in consultation with LSCB partners;
- The LSCB Chair is accountable to the Chief Executive of the Local Authority for the effectiveness of their work as LSCB Chair. The DCWSC is ultimately accountable for the effective function of the LSCB.
- The Children Act clearly sets out those organisations considered to be statutory partners and their consequent duty to co-operate with, and support the work of, the LSCB.

The new statutory guidance on *The roles and responsibilities of the Lead Member for Children's Services and Director of Children's Services* states that the Lead Member for Children's Services should be a member of the LSCB, acting as a 'participant observer' (Para 2.17).

It is recognised that governance structures alone will not deliver effective safeguards and that the strength and commitment of partnership working will be the primary determinant. Local arrangements will therefore need to take this into account when positioning the LSCB within the formal partnership framework. However, in all cases it should be clear where the LSCB is placed within the local partnership governance framework and the arrangements for Overview and Scrutiny.

- The LSCB is accountable to the Director of Community Well-Being & Social Care and Lead Member for Children & Young People in respect of its governance. However it will act independently in respect of monitoring safeguarding arrangements and thus it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within the Isle Wight.
- The Board is accountable to its core funding partners. It will produce an annual report on its progress which will be presented to the Childrens Scrutiny Committee and to the core bodies of core funding partners.
- The work of the LSCB is scrutinised by the Childrens Scrutiny Committee of the Isle of Wight Council.

- The Board Members represent their agencies and must be of sufficient seniority to do so, but also have a responsibility to ensure effective safeguarding within their agencies and across partner agencies.
- It is the responsibility of the Independent chair of the LSCB, the Director of Community Well-Being & Social Care (DCWSC) and the Lead Member for Children & Young People, as well as of partner agencies to ensure that an effective Local Safeguarding Children Board is in place.

6. ACCOUNTABILITY

Independence

- IOWLSCB has a unique statutory role in ensuring that partners are co-operating, that effective safeguarding arrangements are in place across the partnership, and assisting with the planning and delivery of services for children and young people. The Board must be able to form a view of the quality of local activity, challenge organisations as necessary and speak with an independent voice.
- IOWLSCB is a multi-agency independent strategic, rather than operational, Board. The board and its activities are part of the wider Children and Young Persons Strategic Partnership arrangements, without being subordinate to, or subsumed within those arrangements.
- In order to ensure an ongoing and direct relationship with the Children and Young Persons Strategic Partnership, the IOWLSCB Chair is required to attend on a six monthly basis to present the LSCB reports.

The function of challenge

- One of the primary functions of IOWLSCB is to set in place quality assurance mechanisms to monitor the effectiveness of work carried out by the partners to safeguard and promote the well-being of children; this covers not just the quality of the joint work that goes on between partners' agencies, but also the quality of the work within individual agencies.
- IOWLSCB will receive and scrutinise regular quality assurance reports by individual agencies to identify good practice and highlight any shortcomings within those agencies. If shortcomings are identified, IOWLSCB and the agency in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by IOWLSCB.
- If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of children, and IOWLSCB is not convinced of the adequacy of the planned action to improve practice, the IOWLSCB Independent Chair, in consultation with the Director of Community Well-Being & Social Care, will explain these concerns to those individuals and organisations concerned, and seek to provide support and ensure adequate action is taken to improve practice. In discussion with the DCWSC and/or Chief Executive of the Local Authority alternative actions may include such concerns being escalated to the Chief Executive of those organisations, to the relevant inspectorate and if necessary to the relevant Government Department.
- Whilst IOWLSCB has a role in co-ordinating and ensuring the effectiveness of work being done by local individuals and organisations in relation to safeguarding and promoting the welfare of children, it is not accountable for their operational work. Each Board partner has their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. IOWLSCB does not have the power to direct other organisations.

5. DISPUTE RESOLUTION BETWEEN BOARD PARTNERSHIPS

- If there is a dispute between IOWLSCB Partners and/or the IOWLSCB Independent Chair, dispute resolution procedures will be followed. Within 28 days of the Board determining that a dispute exists, the IOWLSCB Independent Chair, in consultation with the DCWSC will convene a joint meeting of the parties in dispute. This should take place as soon as is reasonably practicable, but within 6 weeks. In most cases the LSCB Independent Chair or DCWSC will chair the meeting. The agenda will be agreed jointly by the Chair and the parties in dispute. The aim of this meeting is for both parties to agree a formula for resolving the dispute, or agree the issues that separate them and possible ways forward.
- Where there is no agreement, either party may suggest to the Chair that an independent mediator be appointed to resolve the dispute, which course of action requires the agreement of the Partners. If they cannot agree this within 28 days, the LSCB Independent Chair or DCWSC may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

6. STRUCTURE

ISLE OF WIGHT LSCB – STRATEGY GROUP

- The full board should meet at least six times per year, usually on the third Thursday of alternate months.
- The full board will be chaired by the Independent LSCB Chair, who will set the agenda with advice from the DCWSC.
- The board will elect a Vice Chair who will chair the meeting on the rare occasion that the LSCB Independent Chair is unable to do so.
- Membership should be from all key agencies or major service areas represented, and at as senior level as possible, reflecting 'Working Together' guidance, which states that they should hold a strategic position within their organisation with respect to safeguarding and promoting the welfare of children. Board members must be able to:
 - Speak with authority within their organisation
 - Hold their organisation to account
 - Commit their organisation on policy and practice
- Initial Membership of IOWLSCB will consist of one representative from the organisations/services below:
 - Local Authority Community Well-Being & Social Care
 - Children's Safeguarding
 - Schools (including Special school and Early Years settings)
 - Adult Safeguarding
 - NHS IOW
 - Hampshire Constabulary
 - CAFCASS
 - Probation Service
 - Voluntary sector representative
 - Youth Offending Team
 - Mental Health Service
 - 2 x lay representatives, resident on the Isle of Wight
 - Lead Member for Children & Young People

- Attendance will be monitored and reported as part of the annual report and any issues regarding attendance of agencies will be raised with the agency concerned.
- Quorum - A meeting of the IOWLSCB requires at least six members representing at least four separate agencies to be quorate and to enable decisions to be made and upheld.
- Records - The minutes of IOWLSCB, along with any meetings held on its behalf will be entered as a permanent record and submitted for approval at the next meeting.
- The meetings of the IOWLSCB will not be held in public, although the part 2 of the minutes of the Board will be a public document and posted on the IOW LSCB website. Part 1 of the minutes due to issues of confidentiality and legal considerations will not be a public document.

LSCB EXECUTIVE GROUP

- Below the IOWLSCB Strategy Group is the Executive Group which will meet at least six weekly on the months that the full board does not, usually on the third Thursday of alternate months.
- The membership of this group will be the Chairs of the IOW LSCB Sub-Groups and other members may be co-opted as required.
- The purpose of this group will be to oversee the strategic direction of the LSCB, and prioritise the work required by the Board, ensure the development and implementation of the Board's Business Plan and Annual Report and to oversee the work and direction of the sub-groups. The Executive Group will also be responsible for supporting interagency working, greater joint working and training and development with partner agencies.
- The Executive group will be chaired by the Director of Community Well Being and Social Care, subject to local agreement the vice chairing arrangements will replicate those of the Strategy Group.
- Members of the Executive Group will be expected to provide regular reports of progress within their agencies and to address any safeguarding issues identified within their agency on behalf of IOW LSCB.
- The Executive Group will be supported by the LSCB Business Manager. The Director of Community Wellbeing and Social Care will act as an advisory officer both to the Chair of the IOW LSCB (and IOWLSCB as a whole) and to the Executive Group.
- The chair of the Executive Group will formally report to every IOWLSCB meeting.

IOWLSCB SUB-GROUPS

The sub-groups are as follows:

- **E-Safety Group**
- **Quality Assurance Group**
- **Joint Safeguarding Training Group**
- **Serious Case Working Group**
- **Communication and Awareness Group**
- **CDOP (across 4LSCB)**

Some sub-groups are on-going while some are task and finish (e.g. E-Safety). Each sub-group will have a chair and vice chair, clear terms of reference reviewed annually, and an annual work-plan. Sub-group Chairs will attend the Executive Group. Sub groups will meet bi-monthly or as required.

15. PARTICIPATION

It is vital that children and young people, parents and all the communities, including BME and faith groups on the Isle of Wight are aware of the importance of safeguarding children, and that this is everybody's business. To promote this IOW LSCB will engage with focus groups, building on those existing groups where these exist.

16. DECISION-MAKING

Any matter requiring a decision to be made by IOWLSCB between meetings and which does not, in the opinion of the Chairperson, require a special meeting to be convened, will be decided by the Chairperson in consultation with the DCWSC or via postal vote. This is, in the majority of cases likely to be in relation to potential Serious Case Reviews. Any decision made should be reported and ratified at the next full IOWLSCB.

17. COMPLAINTS & DISPUTE RESOLUTION

Complaints about individual agencies, their performance or issues regarding the provision or quality of services, should be responded to in accordance with the relevant complaint handling process.

The Independent Chair of the LSCB is accountable to the Local Authority via the Chief Executive (through performance management) and Director of Community Well-being & Social Care (DCWSC), for the effectiveness of their work as LSCB chair. Therefore complaints about the work of the LSCB should be addressed to the DCWSC or escalated to the Chief Executive of the Local Authority as appropriate.

Where it is found that a partner is not effectively safeguarding children and young people, and it is not deemed that any planned action to improve performance will be adequate, the LSCB Independent Chair (if it is an LSCB member) should explain the concerns to those individuals/organisation and this information should automatically be escalated to the DCWSC and Chief Executive of the Local Authority who have the power to intervene. In discussion with the DCWSC and/or Chief Executive alternative actions may include such concerns could be escalated to the Chief Executive of those organisations, to the relevant inspectorate and if necessary to the relevant Government Department.

In addition to local arrangements, the inspection framework will play an important role in reinforcing the on going monitoring of standards. Ofsted's annual performance rating of Council's Children's Services will make a significant contribution to the organisational assessment. Other CAA inspections will be carried out by either a single inspectorate or jointly with other inspectorates. Triggered inspections will evaluate and report on the impact of any local partnership agreements in improving services and outcomes.

18. BUSINESS PLAN

The IOWLSCB will produce a three yearly business plan. The business plan will be developed in consultation with board members along with other stakeholders. The IOWLSCB Executive Group will be responsible for co-ordinating the development of the plan and its presentation to the IOWLSCB.

The IOWLSCB business plan will be presented to the Children's Scrutiny Committee for comment. Individual partners are expected to use their own internal governance arrangements to seek wider endorsement of and contribution to the plan.

Each sub-group will develop more detailed plans for those areas of the business plan that fall within their area of responsibility. These plans will be agreed by the Executive Group and Sub-Group Chairs will report on the progress against these plans to the Executive Group who will submit a report on progress to each meeting of the IOWLSCB. The Executive Group will co-ordinate the production of an annual report, identifying the progress of the plan. The annual report will include reports from each sub-group in respect of progress within their areas of responsibility.

The IOWLSCB business plan and annual reports will be public documents and will be posted on the IOWLSCB website.

19. FUNDING

The IOWLSCB constituent agencies will contribute annually, at an agreed payment level or, where previously agreed, through services in kind to the funding required to meet the responsibilities, duties and objectives of the IOWLSCB.

The financial year will run from the 1st April to the 31st March each year, with contributing agencies being invoiced by the 1st October each year.

Isle of Wight Council, on behalf of IOWLSCB, will act as the accountable body and administer the partnership budget. Agreement of the funding agencies will be sought on how any under spend is managed. Similarly the funding agencies will need to agree as to how any projected overspend should be managed.

A financial statement will be provided to the IOWLSCB Strategy Group at each meeting, and an annual statement will be produced in the Annual Report.

20. REVIEW

The constitution will be reviewed annually.

21. ROLES AND RESPONSIBILITIES

Within the following sections guidance regarding roles and responsibilities is offered in order to enable a consistent approach to commissioning and delivering the role of the Independent Chair of the Local Safeguarding Children Board (LSCB) and associated sub-group chairs, and nominating of board and sub-group members.

The guidance follows the requirements set out in the Children Act 2004 and *Working Together to Safeguard Children* 2010 (*Working Together*) Part I, which is statutory guidance issued under section 7 of the Local Authority Social Services Act 1970. It also draws on new statutory guidance on *the roles and responsibilities of the Lead Member for Children's Services and Director of Children's Services* (DCSF, 9 July 2009).

This guidance is intended to encourage some consistency of approach, particularly in regard to the LSCB Independent Chairs' post, in circumstances where there is evidence across the country to suggest wide variation in the way in which the responsibilities of the role are fulfilled (i.e. a minimal approach, effectively chairing LSCB meetings and little else, to contracts with some independent chairs in excess of 60 days or more).

The consideration within this guidance aims to encourage strength, clarity and co-operation within local partnership arrangements, and a consistent approach that is clear and transparent to all agencies that operate within the LSCB framework.

Role and Responsibilities of the LSCB Independent Chair

Local partnerships should have a common understanding of what to expect from the Independent Chair of the LSCB, the support required and the personal skills and qualities required to undertake this important role effectively.

The primary purpose of the LSCB Independent Chair is to:

- ensure the LSCB operates effectively and exercises its functions as set out in The Children Act (2004) and relevant guidance;
- ensure the LSCB has the capacity to challenge and an independent voice;
- Ensure appropriate links are made to local arrangements for the protection of vulnerable adults.

The LSCB Chair's primary responsibilities in relation to the LSCB are to:

- manage all aspects of LSCB meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken;
- in consultation, ensure that key national, regional and local issues are brought to the attention of the LSCB;
- oversee and provide support in the production of the LSCB Business Plan and Annual Report in consultation with the Executive Group Chair and LSCB Business Manager;
- maintain good liaison throughout the LSCB structure and visibly support the work of sub-groups of the LSCB;
- liaise on a regular basis with the Chair of the area's Child Death Overview Panel (CDOP);
- determine the need for serious case reviews with appropriate advice;
- provide an overview and hold to account the work of the Serious Case Working Group;
- Maintain regular liaison with the LA Chief Executive, DCWSC, NHS Chief Executives, Commander of Police and Lead Member for Children & Young People.

The LSCB Chair also has additional corporate responsibilities to:

- be a member of local and regional safeguarding networks, including the 4LSCB Chairs group
- attend, and where appropriate contribute to, national and regional events;
- attend local groups and activities to help promote and support safeguarding throughout the IOW;
- ensure the LSCB contribution to the local Children and Young People's Plan;
- present the LSCB's annual report to the Children and Young Persons Strategic Partnership and Scrutiny Committee and attend otherwise as required;
- oversee the LSCB complaints process and be involved when the need arises;
- contribute to regulation, inspection and corporate assessment processes as required by all agencies within the partnership;
- Respond to the requirements of Overview and Scrutiny in relation to all aspects of safeguarding, and support other partners as required.

The LSCB Chair should also support local partnership arrangements by:

- contributing to, and providing leadership on, inter-agency co-operation in safeguarding, meeting individually with statutory partner leaders and management teams (frequency to be determined on local basis);
- ensuring the LSCB provides a robust performance framework which extends throughout the partnership, including evaluation of the LSCB's own activity;
- actively promoting engagement with young people and their families throughout the partnership;
- assisting and facilitating discussion on the LSCB annual budget;
- reviewing the membership of the LSCB and ensuring that it remains both representative and effective;
- participating in consultation and decision making on cases where this is requested and appropriate;
- Agreeing responses to media enquiries in consultation with constituent agencies.

Personal characteristics of the LSCB and Executive Group Chairs

It will be important that the LSCB Independent Chair can demonstrate the depth and knowledge of safeguarding practice and management and have both the experience and capacity to influence at the most senior level across the entire safeguarding network. The LSCB Independent Chair will need to exercise excellent judgement when initiating challenge to safeguarding concerns and maintain a sensible focus.

In particular, the LSCB Independent Chair and Executive Group Chair should be required to demonstrate:

- Broad knowledge, experience and commitment to the Government's agenda for improving outcomes for children, young people and their families;
- Knowledge and practical understanding of legislation and related guidance driving safeguarding for children and young people;
- Clear vision for child protection and safeguarding across all agencies and the capacity to make appropriate connections with arrangements to protect vulnerable adults;
- Current knowledge of safeguarding practice, policy and procedure;
- Knowledge and understanding of the governance arrangements for all statutory partners;
- Good understanding of the local strategic partnership, its current priorities and operation;
- Ability and commitment to work with and support partner agencies, with a particular emphasis on safeguarding;
- Experience and ability to work, influence and negotiate at very senior level both within executive and political environments;
- effective and comprehensive communication and presentation skills;
- Commitment to engaging with members of the public;
- Capacity to support key officials with media enquiries;
- Strong and effective leadership with the ability to keep the partnership focused on core tasks.

The important additional personal characteristics required of the LSCB Independent Chair will be:

- objective focus on safeguarding without bias or constraint;
- seen by partners to be fair and impartial;
- able to distinguish safeguarding priorities from resource constraints;

- open to any potential conflict of interest which may arise within the local safeguarding network;
- capacity to escalate issues when the need arises;
- can be effective broker / intermediary within the partnership where there may be conflict or perceived lack of influence;
- politically experienced and astute, and able to work effectively with elected members and non executives;
- flexible in terms of time commitment to ensure that periods of increased activity maintain the benefit of consistent leadership;
- be committed and accountable for their own personal development in relation to the role of LSCB Chair and willing to undertake training and briefing as required;
- Able to contribute to activity related to media enquiries.

When an Independent Chair is appointed, arrangements should be clear regarding professional indemnity.

Time commitment and contractual arrangements

- Where an independent LSCB Chair is in place then it is anticipated that the time requirement will be circa. 25 days per annum in order to successfully adopt the approach to the role as set out in section 4 of this protocol. This should make adequate time provision to effectively manage the business of the LSCB, devote time to developing the extended partnership approach, be involved in engagement activities and to both promote the work of the LSCB and contribute to regional and national activities.
- At all times it will be important to maintain a proper focus on the responsibilities of this important appointment and it is unlikely to be sufficient to merely undertake the minimal function of preparing for and chairing LSCB meetings. Similarly, an independent Chair should not confuse the boundaries of management arrangements and as a consequence compromise objectivity or independence through over involvement.
- However, it will be of equal importance that the LSCB Chair is able to respond during times of increased activity, whether for reason of a serious case review or any other pressure where it is appropriate for the Chair to be involved. For this reason, the LSCB Chair must have a flexible approach to the time commitment they are able to offer.
- The IOW Council will issue the Independent Chair with an annual contract which will be reviewed by the LSCB Strategy Group annually, at the end of each financial year. This review will consider issues pertaining to time commitment, daily rate paid and performance.
- In the event of the LSCB Independent Chair wishing to resign from their tenure, the board would reasonably request 3 months notice. In circumstances where an Independent Chairs contract is not continued after the annual review, the DCWSC will negotiate a period of notice or payment in lieu with the exiting chair.

Performance Management Protocol

- It is important that the LSCB Chair works within an accountable framework. The new statutory guidance on the role and responsibilities of the Lead Member and DCWSC states that the:

‘DCWSC will be held to account for the effective working of the LSCB by their Chief Executive and challenged where appropriate by their Lead Member.’ – Para 3.29.

The Independent Chair will be accountable to the Chief Executive (through performance management) and DCWSC for the effective functioning of the LSCB.

In view of Lord Laming's report '*The Protection of Children in England: A Progress Report*', it would be prudent to ensure that arrangements are made to ensure that the effective management and operation of the LSCB has a formal and agreed local focus for the LSCB Independent Chair, DCWSC, LA Chief Executive, Leader of the Council and Lead Member for Children & Young People.

- This level of appraisal should take place on a quarterly basis led by the Chief Executive and DCWSC.
- In addition, the LSCB Independent Chair should ensure that there are arrangements in place to ensure that they are able to present an annual report on the effectiveness of local safeguarding arrangements to the Local Strategic Partnership and have further access to the Partnership Board when required.
- The following sets out an outline framework through which the Chair will be expected to demonstrate the effective operation of the LSCB.

	<u>Outcome</u>	<u>Evidence</u>
1	Effective functioning of the LSCB	<ul style="list-style-type: none"> • Governance arrangements in place and support LSCB activity • LSCB has a focused vision with clear aims and objectives • Annual Business Plan in place • Forward plan identifies key strategic issues for children and young people • All action plans approved and up to date.
2	LSCB has in place effective monitoring and reporting systems for sub groups and partner agencies	<ul style="list-style-type: none"> • All sub groups have appropriate membership and appointed lead person • Each sub group has met as planned • Each sub group is assessed in detail by the LSCB at least once a year • Dataset in place to monitor the safety of children is secure in each group • LSCB Chair has dialogue with Chief Executive / Director of key partner agencies re. their work at least once each year • All partner agencies have safe recruitment arrangements in place • Corporate performance framework with focus on safeguards is in place and regularly monitored by the LSCB

3	All SCR's carried out to a high standard	<ul style="list-style-type: none"> • Clear distinction and separation between SCR policy and development work and specific case reviews • Agreed arrangements in place to appoint SCR Panel Chair • Preferred list of overview writers set up • Internal arrangements in place to ensure high quality of Independent Management Reviews • Action plan in place and monitored for each SCR • All SCR reports graded as adequate or good by Ofsted
4	All partner organisations involved to appropriate level in work of LSCB and its sub groups.	<ul style="list-style-type: none"> • Clear targets set for attendance at LSCB and sub group meetings with details of achievement published in the annual report • LSCB Chair carries out an annual review of membership and presents recommendations for change in discussion with DCWSC (and other agency chief officers as appropriate) • LSCB Chair addresses concerns about agency representatives, attendance etc. with each agency chief officer (or appointed person) as required
5	LSCB Chair participates fully in local governance arrangements	<ul style="list-style-type: none"> • LSCB Chair meets regularly with LA Chief Executive, DCWSC, Lead Member for Children, NHS Chief Executives and Senior Police Lead • LSCB Chair provides annual report on work of the LSCB to all partners through the local strategic partnership
6	Chair is up-to-date on, and takes steps to ensure the LSCB is informed on all guidance, regulation and requirements for a LSCB to fulfil	<ul style="list-style-type: none"> • All relevant, new and revised guidance presented to LSCB for discussion • DfE Challenge and Improvement Tool for LSCBs completed positively, illustrating continuous improvement • Child death review process operating effectively and reporting to LSCB
7	Chair and LSCB active at a Local and national level, and brings back learning in order to raise LSCB's profile and	<ul style="list-style-type: none"> • Chair has a proactive brief to contribute at regional and national level and promote the work of the LSCB • DCWSC and LSCB Chair agree regularly which opportunities to prioritise (conferences, task force visits etc) • Minutes of LSCB and sub groups demonstrate that the Chair

	contribute ideas to help the LSCB function more effectively	has brought appropriate suggestions back from these occasions
8	LSCB Chair initiates work to hear the views of children and young people	<ul style="list-style-type: none"> • Mapping of existing methods of capturing these views and agreement from LSCB about how best to use this • Commission new work if necessary • LSCB minutes demonstrate that the views of children and young people inform at least some of the LSCB / LA's decision making.

The LSCB Executive Group chair

The primary purpose of the Executive group is to;

- Oversee the strategic direction of the LSCB, and prioritise the work required by the Board, ensure the development and implementation of the Board's Business Plan and Annual Report and to oversee the work and direction of the sub-groups. The Executive Group will also be responsible for promoting interagency working, greater joint working and training and development with partner agencies.
- Manage the LSCB responsibility for ensuring the effectiveness of safeguarding practice through monitoring, audit and evaluation (including audit against S11 of the Children Act 2004).
- Monitor and maintain the progress of the delivery of the work undertaken by the sub groups against the LSCB business plan. The Executive group chair will update the strategy board regularly.

Executive Groups Chairs responsibilities

The LSCB Executive group Chair's responsibilities in relation to the LSCB are to:

- Manage all aspects of Executive Group meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken;
- To ensure pace of progress is maintained against the implementation of the LSCB actions plans
- To oversee the development and production of the annual refresh of the LSCB Business plan and annual report in consultation with the LSCB Chair and Board Manager.

The Role of Elected Members and Non-Core Directors

- Local authority elected members and non-core directors of other Board partners cannot be members of the IOWLSCB with the exception of the lead member for children (Laming 2009) who has a role as participating observer.
- The Lead Member for Children will be a participating observer of the LSCB and should hold a view on the Board's effectiveness and whether partners are fulfilling

their responsibilities. The lead member will also meet with the Chair and the DCWSC quarterly to ensure the Lead Member is kept informed of current issues.

LSCB Sub Group Chairs

The primary role of the LSCB sub group chairs is to:

- Ensure that the sub groups operate effectively and exercise their key function, which is to undertake the operational and functional remit of the LSCB and drive progress against the business plan.

The primary responsibilities of the sub group chairs are to;

- Manage all aspects of the sub group meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken.
- Ensuring that any papers for circulation reach the LSCB Business Support Officer within agreed timescales.
- To ensure that all sub-group meetings are recorded formally through accurate minuting and reporting. Whilst every effort will be made to ensure adequate administration support is available, through the LSCB business support, it is the responsibility of the sub group chair to ensure that meetings are minuted.
- Reporting the progress of the work against the business plan to the LSCB Executive Group.
- Identify the resources required to enable the groups to function efficiently and identifying these to the board.
- To commission or develop additional resources as required in agreement with the board or board manager.
- Develop and monitor the sub-group work plans against the business plan to maintain pace.
- Liaise regularly with the LSCB Business Manager.
- To lead as, or task or allocate agency named leads for key pieces of work, to ensure that pace of work is maintained and progressed and coordinated between meetings.
- Escalate issues to the LSCB chair or board manager as appropriate.
- Sub-group chairs are automatically assumed to be members of the LSCB Executive Group.

Personal characteristics of LSCB Sub-Group Chairs

- Overview and knowledge of the government agenda for improving outcomes for children, young people and their families.
- Knowledge and practical understanding of legislation and related guidance driving safeguarding for children and young people;
- Current knowledge of safeguarding practice, policy and procedures where appropriate.
- Effective time management, project management, communication and organisational skills.
- Ability to lead and drive forward the work of the sub-group.
- Appropriate skill, experience and knowledge base in the subject area of the sub-group (quality & assurance, serious case reviews, E-safety, communications, training and CDOP).

Tenure and appointment of Sub Group Chairs

- Sub-group chairs are nominated by the relative sub-group members and this decision is ratified by the LSCB Executive group.
- Chairing arrangements are reviewed annually at the end of the financial year.

The role of the independent SCR Panel Chair and Overview Report Author

The role of the Serious Case Review Panel Independent Chair is to;

- Agree appropriate representation for the SCR panel (in compliance with National guidance)
- Determine and work within the terms of reference for the panel
- Lead and oversee the Serious Case Review Panel and Process
- Ensure that the Serious Case Review processes are conducted in accordance with statutory guidance (Working Together 2010)
- Oversee and manage the SCR to completion within agreed timescales and to Ofsted requirements.

The role of the SCR Overview Report Author is to;

- Work within the terms of reference of the SCR panel
- Attend meetings as required by the SCR panel at mutually agreed times and dates
- Undertake tasks as agreed by the panel including facilitating family involvement
- Complete the overview report within agreed timescales and in line with National Guidance
- Produce an executive summary of the full report
- Make available the final, full overview report and Executive Summary to the LSCB

The Role of the LSCB Business Manager

The primary purpose of the LSCB Business Managers post is;

- To co-ordinate and manage the work of IOW LSCB.
- To ensure a coherent and collaborative multi-agency approach to the business of the LSCB –specifically planning, policy and procedure development, serious case reviews and performance management.
- To lead on new developments for the LSCB and work effectively with the Chair of the LSCB to monitor and review the progress of the Board and its impact upon outcomes for children.
- To project manage new developments, analyse complex information and advise the board on the achievement of its objectives and functions.
- To lead on business planning and performance management arrangements for the LSCB.
- This post will be a high profile post across the Isle of Wight amongst all agencies and will have an essential role in improving safeguarding arrangements and front line inter-agency practice through the work of the LSCB.

The primary responsibilities of the LSCB Business Manager or LSCB Development Officer are to;

- Advise and support the independent Chair of the board on compliance with all aspects of board responsibilities and delivery of key outcomes ensuring accountability to the Director of Community Well-Being and Social Care and the Lead Member for Children.

- Provide effective co-ordination of the Local Safeguarding Children Board's activities.
- To ensure production of a business plan, together with subsequent implementation, review and annual report.
- To oversee and ensure support to all LSCB sub-groups so that action plans are outcome focused and consistent with the business plan.
- To develop a performance management framework and co-ordinate a multi-agency quality assurance strategy.
- To ensure LSCB complies with the requirement for Serious Case Reviews.
- To ensure that the LSCB is advised on all current national and local developments in relation to safeguarding children matters.
- To support the Independent Chair by dealing with requests for information and surveys for LSCBs.
- To coordinate the compilation of agenda's for the LSCB Strategy and Executive Groups in discussion with the relevant chair(s) and ensure that any papers are prepared and distributed in time.
- Ensure that detailed analysis of all the relevant performance management data is undertaken and that performance management reports are prepared for the Board.
- Lead the preparation of the annual self-assessment and report.
- .
- Draw to the attention of the Chair / DCWSC any concerns about the activity / inactivity of any partners' agency which may be inhibiting the effective working of the Board and its working groups.
- Act as the budget manager for the Board.

The roles and responsibilities of all LSCB Members

Working Together to Safeguard Children states that:

"The individual members of LSCBs have a duty as members to contribute to the effective work of the LSCB, for example, in making the LSCBs' assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation. Members of each LSCB should have a clear written statement of their roles and responsibilities."

LSCB members are expected to:

- Attend meetings of the LSCB regularly and consistently including special meetings as and when required. The LSCB Chair monitors attendance and will follow appropriate auditing procedures. In the event of being unable to attend members are required to ensure that a suitable delegate attends in their place).
- Represent the views of their agency / organisation at LSCB meetings or provide a representative view from their profession.
- Speak for their agency / organisation with authority.
- Establish effective systems for being briefed by and providing briefings to their agency or liaise with their profession about views on safeguarding matters (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).
- With their agency's Safeguarding Children 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).

- Consult with relevant staff within their agency / organisation on all pertinent safeguarding issues.
- Disseminate information to relevant staff within their own agency / organisation in an appropriate and timely manner following all LSCB meetings.
- Ensure that processes are in place for implementation of a safeguarding policy.
- Ensure the development of an appropriate safeguarding policy both for the LSCB and for their agency / organisation.
- Participate in / appoint representation to, and liaise with one or more of the sub-groups where indicated by role. In the event of being unable to attend any meeting sub-group members are required to ensure that a suitable delegate attends in their place.
- Produce or ensure the production of reports to / from their agency / organisation as required. This may include participation in Serious Case Reviews, audits, monitoring of standards of safeguarding practice within their agency, etc.
- Raise issues from their agency / organisation by placing them on the appropriate LSCB Strategy Group, Executive Group or Sub-group agenda, contributing to the setting and the achievement of Isle of Wight LSCB's objectives or raising concerns direct with the LSCB Chair.
- Comply with and support any audit undertaken of:
 - the effectiveness of LSCB as a body
 - safeguarding practice
 - Ensure their agency's / organisation's compliance with S11 Children Act 2004
- and S175 & 157 Education Act 2002 for schools, including: -
 - that all staff are trained in child protection and safeguarding to an appropriate level
 - that their agency / organisation is aware of and complies with updated child protection procedures including effective information sharing
 - that their agency operates safe recruitment procedures
 - the appointment of a Safeguarding Children Champion for their agency.
- Identify any child protection and safeguarding training needs within their agency and draw these to the attention of the LSCB.
- Support and help arrange attendance at multi-agency training courses from within their agency.
- Contribute to multi-agency training as appropriate.
- Maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.
- Promote good practice within their agency as to the appropriate levels of confidentiality that apply to child protection issues.
- Ensure that the definition of safeguarding is understood within their agency and the message that safeguarding is everyone's responsibility underpins practice within their organisation.
- Ensure that all staff within their organisation have an understanding of their responsibilities for safeguarding and promoting the welfare of C&YP and what actions should be taken if they have concerns about the welfare of a child.
- To respond to communications and act as a channel of communication between their own agency and the Board.
- To share responsibility with partners for ensuring delivery of the business plan
- To be the named safeguarding 'champion' for their agency in all matters relating to the Board.
- To take a lead role for safeguarding children within their agency/professional group and lead on work as required by the Board.
- LSCB members should adhere to the Nolan principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

- Have a named nominated deputy who can attend and act on behalf of a member.

LSCB Sub-Group Members

- Sub-Group members are extended members of the LSCB who would not necessarily sit on the LSCB Strategy or Executive Groups; they will be selected on the basis of their skills and knowledge. They must be nominated as sub-group leads by their organisations, attend meetings and consistently assist delivering against the sub group work plans. In addition, Sub-Group Chairs can invite representatives from other agencies to attend meetings for specific issues.
- Each member is required to give priority to attendance at meetings and to any additional activities that may be required to fulfil the Board's objectives.
- It is expected that named representatives will normally serve a minimum of one year on a Sub-Group. This should be considered by agencies when nominating their representative.
- It is recognised that, in many cases, nomination will be of a specifically designated post. However, when an agency is anticipating change, it is most important that they give consideration to ensuring continuity of their representation on the Sub-Group.
- No fees will be paid by IOWLSCB for agency time or for representatives' expenses, except where a member attends and represents the Board on a conference, etc, at the Board's request.
- Agencies will be expected to respect shared information as confidential.

14. ABBREVIATIONS

- | | | |
|--------------------|---|---|
| • DCWSC | - | Director of Community Well-being & Social Care |
| • LA | - | Local authority |
| • Lead Member | - | Lead Member for Children |
| • IOWLSCB | - | Isle of Wight Local Safeguarding Children Board |
| • SCR | - | Serious case review |
| • Working Together | - | Working Together to Safeguard Children 2010 |
| • CDOP | - | Child Death Overview Panel |
| • MAPPA | - | Multi-Agency Public Protection Arrangements |
| • MARAC | - | Multi-Agency Risk Assessment Committee |

APPENDIX 1

LSCB Groups – Terms of Reference

LSCB Executive Group

The primary aim of the IOWLSCB Executive group is to ensure the delivery of the Business Plan and provide operational management of this.

Functions

- To be responsible for the production of the draft IOWLSCB Annual Report and Business Plan (subject to ratification of the strategic board).
- To draft the work plans of the Sub-Groups and to monitor progress against these.
- To appoint the Sub-Group Chairs and ensure multi-agency representation on these.
- To co-ordinate IOWLSCB Sub-Group activity and to consider reports from the Sub-Groups.
- To support individual agencies in developing action plans to address identified safeguarding issues and to challenge them where these are not considered to be effective.
- To propose the IOWLSCB annual budget to the Board and monitor the expenditure, ensuring the efficient use of IOWLSCB resources
- To provide an update report to each IOWLSCB Meeting
- To identify national and local initiatives requiring a response from the IOWLSCB
- To coordinate and oversee the performance management functions of the LSCB

Confidentiality

Sub-Group members shall keep confidential any information obtained as a result of inter-agency co-operation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Sub-Group.

E-Safety Group

Purpose

The Sub-Group will be responsible for the development and co-ordination of the E-Safety Strategy. The group will also recommend actions, policies and procedures to the Safeguarding Children Board.

Aim

Its aim is to educate the local workforce, parents and young people in relation to safeguarding children and young people, vulnerable adults and those experiencing domestic abuse, from harm -when online.

Main Functions

Its purposes are to:

- Benchmark the status and effectiveness of e-safety activity in the Isle of Wight
- Develop an action plan to progress from the benchmarked level
- Identify gaps and improve policy, practice, systems, standards and training
- Raise awareness of the issues with practitioners and partners
- Develop and implement training and development programmes for practitioners and educational programmes for children, young people and their parents and carers
- Report on developments to the Safeguarding Children Board

Role and Expectations of Members

- All key organisations working with or providing services to children and vulnerable adults, young people and families, including those experiencing domestic abuse, should be represented on the group
- To take organisational responsibility for e-safety in both a single and inter-agency capacity.
- To have sufficient authority to make decisions in relation to e-safety processes to enable them to make an informed contribution regarding the e-safety plan.
- To contribute resources to the development of an e-safety plan with regard to safeguarding children and vulnerable adults and domestic abuse courses, including identification of e-safety leads for single and inter-agency working.

Frequency of Meetings

This is a time-bound group and will meet at least once every 2 months.

Membership

E-Safety leads or officers from the following:

- Isle of Wight Council
- Police
- Education Providers
- LSCB
- Parent/Carer Groups
- Governor Groups

Quorum

The meeting can only be considered to be quorate when there is representation at least three of the e-safety leads and there is also representation from the LSCB. The sub-group will co-opt additional members for specific tasks as required.

Confidentiality

Sub-Group members shall keep confidential any information obtained as a result of inter-agency co-operation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Sub-Group.

Quality Assurance Group

Purpose

The Quality Assurance Group is responsible for establishing, co-ordinating, implementing and monitoring quality assurance activity and performance issues across agencies in relation to safeguarding children.

Main Functions

- To monitor and provide an analysis of the relevant child protection interagency activity for the LSCB by audit.
- To require that monitoring arrangements are set up in each agency so that performance can be analysed;
- To continually evaluate and promote high standards of continuous improvement in respect of safeguarding and welfare of children on the Isle of Wight. This may be partially achieved by asking individual organisations to self evaluate under an agreed framework/benchmarks/set of indicators;

- To develop, evaluate, audit and monitor that organisations are fulfilling their statutory obligation to safeguarding and promoting the welfare of children; (Performance Framework and Section 11)
- Review how SCR recommendations are disseminated through agencies and to review reports on how these have been implemented in agencies on behalf of the LSCB; This may involve requesting single or multi agency auditing
- Ascertain feedback from service users and carers to inform service improvement activity;
- Undertake an annual evaluation of safeguarding training to ensure quality assurance. This may be achieved by setting up a time limited validation group to undertake this work against specific terms of reference;
- To develop audit tools, facilitate, commission and coordinate multi agency audits as required
- To undertake work allocated within the LSCB Business Plan.

Role and Expectations of Members

- All key organisations working with or providing services to children and vulnerable adults, young people and families, including those experiencing domestic abuse, should be represented on the group
- To take organisational responsibility with regard to quality assurance for those who deliver safeguarding training in both a single and inter-agency capacity.
- To have sufficient authority to make decisions in relation to quality assurance *and/or* sufficient knowledge of quality assurance processes to enable them to make an informed contribution regarding the development and evaluation of LSCB plans.
- To contribute resources to the development and delivery of safeguarding children and vulnerable adults and domestic abuse courses, including identification of quality assurance issues.

Frequency

The Sub-Group meets monthly to ensure consistency in work and the effective functioning of this group. Each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

Membership

- Members should include representatives from partner agencies who have knowledge, experience and expertise in child protection and performance management frameworks. Representation is required from statutory agencies, police, health, education, Children Services and probation; and YOT, Early Years, Children Centres and CAF Coordinator to the group as required.
- A nominated representative agreed by the Board will chair this group, and should be a senior manager or have significant expertise in safeguarding and performance management frameworks or quality assurance.

Quorum

The meeting can only be considered to be quorate when there is representation from at least two of the statutory agencies and there is also representation from the LSCB, Adult Safeguarding Board and Strategic Domestic Abuse Forum.

Confidentiality

Sub-Group members shall keep confidential any information obtained as a result of inter-agency co-operation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Sub-Group.

Communications & Awareness Group – (Partnership Communications Steering Group)

Purpose

The purpose of this group is to act in a consultative capacity for LSCB strategy and sub groups and to advise and offer practical support in order to enable the LSCB members:

- To be **reactive** when unforeseen media events arise
- To be **prepared** for anticipated publicity
- To be **pro-active**, identifying good news stories / media campaigns / features to raise the profile of LSCB and get the message across.
- To be **opportunistic**, piggy backing local media contact into national events / campaigns / news stories.

Aim

Its aim is to communicate issues with regard to safeguarding children and young people, vulnerable adults and those experiencing domestic abuse, from harm.

Main Functions

The main functions of the LSCB Communications group are to:

- Establish that there are communication networks in agencies in order to disseminate information effectively, which should include the communication of local safeguarding procedures and processes & thresholds.
- Create safeguarding awareness by promoting and publicising the work of the LSCB.
- Raise awareness within the wider community of the need to safeguard children and to promote their welfare and how the community can contribute to safeguard children.
- Raise public awareness about the possible signs of abuse.
- Inform the wider community of where to seek help if concerned about the safety of a child or young person.
- Ensure that materials are available in a suitable format to meet the needs of the main community groups on the Island.

Joint Safeguarding Training Group

Purpose

The Sub-Group will be responsible for the development and co-ordination of the Safeguarding Training Strategy.

The Chair of the Safeguarding Training Sub-Group will be a member of the LSCB Executive

Aim

Its aim is to train and develop the local workforce in relation to safeguarding children and young people, vulnerable adults and those experiencing domestic abuse, from harm.

Main Functions

- To take a lead role in the identification, planning and evaluation of training to ensure all those coming into contact/working with people experiencing domestic abuse, children and vulnerable adults are competent and up to date with current legislation and procedures to help them safeguard and promote the welfare of victims of domestic abuse, children and vulnerable adults effectively.
- To identify the priorities for safeguarding training based on an assessment of local need, and feedback from LSCB Sub-Groups, Adult Safeguarding Board and Strategic Domestic Abuse Forum, and lessons from Serious Case Reviews and Management Reports. The Training Sub-Group needs to be assured that priorities are appropriately

resourced and there is sufficient capacity available to take forward training and development work.

- To manage the identification of single agency and multi-agency training needs within the context of local and national, policy and practice developments and use this information to inform the planning and commissioning of training.
- To ensure the promotion of the training programme and to encourage agencies/teams to access training opportunities in both single and inter-agency arenas.
- To work with the LSCB Quality Assurance Sub-Group to review and evaluate on an annual basis, the quality, scope and effectiveness of single and inter-agency training to ensure it is meeting local needs and to report on this annually to the LSCB, the Adult Safeguarding Board and the Strategic Domestic Abuse Forum. This annual report should include an assessment of progress in ensuring that staff who work with or have contact with people experiencing domestic abuse, children and vulnerable adults are appropriately trained. The outcome of any reviews by this sub-group will be evaluated and scrutinised by the LSCB Quality Assurance Sub-Group.
- To ensure collaboration and communication across agencies and disciplines in relation to planning, design, delivery, and administration of the training, and to ensure appropriate links are maintained with the LSCB, the Adult Safeguarding Board and the Strategic Domestic Abuse Forum.
- To ensure that training is delivered to a consistently high standard and that the agreed process for evaluating the effectiveness of training is maintained and evidences the impact of training
- To develop a Training Strategy, this is reviewed annually by the group.
- To identify key themes and new developments, which providers need to be updated on
- To set the agenda for the Training Sub-Group ensuring that recommendations from inspections, audits and serious case reviews are reflected in LSCB, Adult Safeguarding and Strategic Domestic Abuse Forum inputs to training
- To ensure that safeguarding and promoting the welfare of children, vulnerable adults and those who experience domestic abuse remains the focus of any training that the Training Sub-Group either commissions or provides.

Role and Expectations of Members

- Learning and Development Service, Isle of Wight Council will be a key member of the sub-group in respect of their responsibility to deliver safeguarding children and vulnerable adults and domestic abuse training.
- All key organisations working with or providing services to children and vulnerable adults, young people and families, including those experiencing domestic abuse, should be represented on the group
- To take organisational responsibility for those who will participate in training and those who deliver safeguarding training in both a single and inter-agency capacity.
- To have sufficient authority to make decisions in relation to training *and/or* sufficient knowledge of training processes to enable them to make an informed contribution

regarding the development and evaluation of a training strategy and training programme/plan.

- To contribute resources to the development and delivery of safeguarding children and vulnerable adults and domestic abuse courses, including identification of trainers for single and inter-agency training.

Frequency

The Sub-Group meets bi-monthly to ensure consistency in work and the effective functioning of this group. Each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

Membership

Training leads or officers from the following:

- Isle of Wight Council
- Isle of Wight NHS Primary Care Trust
- LSCB
- Voluntary sector

Accountability

To review and evaluate on an annual basis, the quality, scope and effectiveness of single and inter-agency training to ensure it is meeting local needs and to report on this annually to the LSCB, the Adult Safeguarding Board and the Strategic Domestic Abuse Forum.

In order to ensure core representation, there is a rolling two-yearly review of Chair of the Sub-Group.

Quorum

The meeting can only be considered to be quorate when there is representation from at least two of the training leads for health or the local authority and there is also representation from the LSCB, Adult Safeguarding Board and Strategic Domestic Abuse Forum.

Confidentiality

Sub-Group members shall keep confidential any information obtained as a result of inter-agency co-operation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Sub-Group.

Serious Case Working Group

Terms of Reference

SCR Referral

- The 4LSCB Serious Case Review Protocol will be used as guidance in the management of the SCR process. This guidance will be updated as necessary by the Serious Case Working Group (SCWG) in consultation with the other LSCBs and with the agreement of the IoW LSCB. The protocol will be updated in accordance with legal or DCSF policy guidance.
- Any professional who becomes aware of a case which may meet the criteria for a serious case review will refer it either directly (or via their agency representative) to the IoW LSCB Manager, thereafter referred to as the Business Manager. The

Business Manager will then refer the case to the Chair of the Serious Case Working Group and also as necessary to the LSCB Chair.

- The SCWG will consider whether cases referred to it should be subject to a serious case review in accordance with Working Together and make a recommendation on each case to the Chair of the LSCB.
- If the case does not meet the criteria for a full serious case review but still gives rise to concern, the SCWG will consider whether agencies should conduct Individual Management Reviews (IMRs) or smaller scale audits of individual cases and make a recommendation to the LSCB Chair accordingly.
- The SCWG will give consideration to any concurrent criminal proceedings, CDOP findings/requests, Mental Health Reviews or MAPPA Serious Further Offences Reviews.

SCR Management

- If the LSCB Chair agrees to a SCR or other review being undertaken, the SCWG will draw up clear terms of reference covering relevant issues as outlined on Para 8.12 of Working Together 2006 and as detailed in the Serious Case Review protocol. All agencies should ensure that the Business Manager has all relevant information about any involvement by agencies in another LSCB's area a particular case and the Business Manager will ensure liaison with that LSCB.
- Before commencing the Individual Management Reviews a meeting will be held with all the IMR authors to clarify the terms of reference, expectations of the IMR and timescales.
- The Business Manager and Panel Chair will decide the mechanism for informing the family on a case by case basis and how they wish to be engaged with the process.
- Each SCR will need an Independent Chair and Overview Report Writer as laid out in Ofsted guidance. A SCR Panel will be established for each serious case review. The SCR Panel will consist of social care, police, education and health representatives as a minimum and the SCWG will agree the members of the Panel.
- The SCWG will consider any issues regarding objectivity or involvement of a person undertaking an IMR or involved in an SCR Panel that might create a conflict of interest and that is not resolved within the individual agency or the specific panel.
- The SCWG will be responsible for developing, reviewing and updating IoW LSCB guidance regarding the procurement of any independent authors and Chairs with the support of the LSCB Legal Advisor and Business Manager
- It may become evident that the completion of the SCR will fall out of the timescale expected by Ofsted and following consultation with the Independent Panel Chair and LSCB Chair, the Business Manager will apply for an extension.

Monitoring of SCR Action Plans

- The SCR Panel will initially monitor action plans from serious case reviews for a period of 6 months from submission to Ofsted and will sign-off completed actions. Responsibility for any actions outstanding after 6 months will be handed to the SCWG to monitor. The SCWG or Panel will require evidence of implementation and completion of actions undertaken. The SCWG agency representative, or designated representative of those organisations and agencies not represented on the SCWG, will update the SCWG on evidence of progress of IMR or small scale audit action plans and any other single agency actions. This evidence will be collated in a file held by the IoW LSCB Manager.
- The Executive Summary of the overview report will be published in accordance with guidance from Working Together to Safeguard Children 2006 and held by the Business Manager. The web-site will indicate the process for obtaining a copy of the Executive Summary.
- The SCWG will consider key themes arising from national reviews and in turn report to the IoW LSCB whether any of these recommendations should be adopted.

- The SCWG may identify or be asked to review other pieces of work submitted to the Committee. On an individual basis the SCWG will need to consider if it falls within the terms of reference of the SCWG or needs to be referred to other LSCB sub-committees, or Children's Trust.

Membership

- The SCWG will be formed by a representative of each LSCB Partner agency except the Armed Forces who will be asked to attend when relevant. Each meeting will be attended by the Business Manager and Administrator.
- The SCWG will meet at regular, at least bi-monthly intervals, and will convene an extra meeting to consider specific cases as necessary.
- The Chair of the SCWG will be appointed by the IoW LSCB for a term of two years. A Vice-Chair will also be appointed for the same term. The chairing responsibility will rotate across the agencies after 2 years.
- The Chair of the SCWG will be a member of the IoW LSCB and will attend the IoW LSCB meetings to represent the SCWG.
- The Chair of the SCWG will make a report to each IoW LSCB meeting. The report will include regular progress reports on the status of SCRs and action plans.

Frequency of Meetings

The group will meet bi monthly but will schedule and may need to hold meetings in the intervening months should any new cases emerge.

Confidentiality

Sub-Group members shall keep confidential any information obtained as a result of inter-agency co-operation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Sub-Group.

The Roles and Responsibilities of the SCR Panel Independent Chair

- To lead the serious case review processes in accordance with Working Together (2009) and to the standards expected by the Ofsted judgement processes
- To ensure adequate levels of independence across the serious case review panel
- To ensure that the panel has membership beyond those agencies providing IMRs, independent of case
- To ensure that panel members are not the same people as IMR authors
- Clarify project management arrangements and quality assurance processes
- Oversee the work of the independent overview author
- Ensure the child is always the focus of the review
- Determine or agree the scope of the review
- Draw up or agree the terms of reference for the review
- Ensure that scope and terms of reference have been agreed with government office (amending as new information comes to light)
- Determining how family members will be involved
- Maintaining contact with the LSCB chair throughout the SCR process
- Presenting final reports to the LSCB for quality assurance
- To ensure that recommendations are SMART
- To oversee the initial implementation of SCR recommendations

Child Death Overview Panel

Purpose

Through a comprehensive and multidisciplinary review of child deaths, the Hampshire, Isle of Wight, Portsmouth and Southampton Local Safeguarding Children Boards Child Death Overview Panel (4LSCB CDOP) aims to better understand how and why children in our locality die and use our findings to take action to prevent other deaths and improve the health and safety of our children.

In carrying out activities to pursue this purpose, the 4LSCB CDOP will meet the functions set out in paragraph 7.4 of *Working Together to Safeguard Children* in relation to the deaths of any children normally resident in Hampshire, Isle of Wight, Portsmouth or Southampton. Namely; collecting and analysing information about each death with a view to identifying:

- any case giving rise to the need for a Serious Case Review
- any matters of concern affecting the safety and welfare of children in the area
- any wider public health or safety concerns arising from a particular death or from a pattern of deaths in the area.

Accountability

The 4LSCB CDOP will be accountable to the chairs of the Local Safeguarding Children Boards.

Objectives

- To ensure, in consultation with the local Coroner, that local procedures and protocols are developed, implemented and monitored, in line with the guidance in Chapter 7 of *Working Together* on enquiring into unexpected deaths.
- To ensure the accurate identification of and uniform, consistent reporting of the cause and manner of every child death.
- To collect and collate an agreed minimum data set of information on all child deaths in Hampshire, Isle of Wight, Portsmouth or Southampton and, where relevant, to seek additional information from professionals and family members.
- To evaluate data on the deaths of all children normally resident in the area, thereby identifying lessons to be learnt or issues of concern, with a particular focus on effective inter-agency working to safeguard and promote the welfare of children.
- To evaluate specific cases in depth, where necessary to learn lessons or identify issues of concern.
- To identify significant risk factors and trends in individual child deaths and in the overall patterns of deaths in the Local Authority area, including relevant environmental, social, health and cultural aspects of each death, and any systemic or structural factors affecting children's well-being to ensure a thorough consideration of how such deaths might be prevented in the future.
- To identify any public health issues and consider, with the Director(s) of Public Health and other provider services how best to address these and their implications for both the provision of services and for training.
- To identify and advocate for needed changes in legislation, policy and practices to promote child health and safety and to prevent child deaths.
- To increase public awareness and advocacy for the issues that affect the health and safety of children
- Where concerns of a criminal or child protection nature are identified, to ensure that the police and coroner are aware and to inform them of any specific new information that may influence their inquiries; to notify the Chair of the relevant LSCB of those concerns and advise the chair on the need for further enquiries under section 47 of the Children Act 1989, or consider the need for a Serious Case Review

- To improve agency responses to child deaths through monitoring the appropriateness of the response of professionals to each unexpected death of a child, reviewing the reports produced by the rapid response team and providing the professionals concerned with feedback on their work.
- To provide relevant information to those professionals involved with the child's family so that they, in turn, can convey this information in a sensitive and timely manner to the family
- To monitor the support and assessment services offered to families of children who have died
- To monitor and advise the 4LSCBs on the resources and training required locally to ensure an effective inter-agency response to child deaths
- To co-operate with any regional and national initiatives – e.g. the Confidential Enquiry into Maternal and Child Health (CEMACH) – in order to identify lessons on the prevention of child deaths.
- To produce an Annual Report

Scope

The 4LSCB CDOP will gather and assess data on the deaths of all children and young people from birth (excluding those babies who are stillborn) up to the age of 18 years who are normally resident in Hampshire, Isle of Wight, Portsmouth or Southampton. This will include neonatal deaths, expected and unexpected deaths in infants and in older children. Where a child normally resident in another area dies within the area that death shall be notified to the CDOP in the child's area of residence. Similarly, when a child normally resident in Hampshire, Isle of Wight, Portsmouth or Southampton dies outside the area, the 4LSCB CDOP should be notified. In both cases an agreement should be made as to which CDOP (normally that of the child's area of residence) will review the child's death and how they will report to the other.

Panel Membership

The Child Death Overview Panel will have a permanent core membership drawn from the key organisations represented on the Hampshire, Isle of Wight, Portsmouth or Southampton LSCBs. Other members may be co-opted to contribute to the discussion of certain types of death when they occur.

Core Members

Independent Chair
 CDOP Coordinator – minutes
 CDOP Manager
 LSCB Manager (by rotation across the locality)
 Director of Public Health or representative
 Consultant Paediatrician (Designated paediatrician for child deaths) nominated by PCTs
 Children's Social Care
 Education
 Police Child Abuse Investigation Unit
 Specialist Community Public Health Nurse
 Ambulance Service

Additional and Ad Hoc Members

Consideration shall be given to including any or all of the following along with others identified at the time as standing or co-opted members, particularly when specific issues are identified that require more specialist input:

Emergency Department medical/nursing staff
 Primary Care

Other paediatric input, either hospital or community based, or relevant paediatric sub-specialties
 Obstetric staff
 Other police representatives including accident investigators
 Fire services
 Children's Social Care legal representative
 Registrar of Births, Deaths and Marriage
 Midwife
 Paediatric pathologist
 CAMHS
 Adult mental health
 Bereavement Counsellor
 Lay representative
 Coroner or Coroner's Officer
 Voluntary agencies e.g. FSID, Child Bereavement Trust, NSPCC

Core Functions of the Child Death Overview Panel

- To receive notifications of the deaths of all children from birth to 18 years in Hampshire, Isle of Wight, Portsmouth or Southampton. In order to ensure complete notification, these notifications will come from a number of sources including the Primary Care Trust(s); the Registrar of Births, Deaths and Marriages; the Coroner(s); Emergency Departments; Paediatricians; and the Police Force(s). Individual professionals will notify the 4LSCB CDOP Coordinator at the same time as they notify the coroner (in the case of an unexpected death) or Registrar / PCT. Each death should be notified to the CDOP of the area in which the child (or mother in the case of a neonatal death) was normally resident. If a different Panel (for example the CDOP for the area in which the child died) is notified, the 4LSCB CDOP coordinator should notify their counterpart in the area of residence. For deaths occurring in an area different to that of the child's normal residence, an agreement must be reached between the two CDOP chairs as to which Panel will review the death (normally the CDOP for the area of residence) and how the other Panel will be notified of the outcome.
- To collect a core data set of information relating to each child's death. A data collection tool will be sent to the notifier and other key professionals. Data returned will be entered on a secure database. In addition to the core data set, for deaths requiring more in-depth review, further information will be sought from all involved agencies. This may include: case summaries from health records; case information from police, social care and education; autopsy reports and results of further investigations; relevant information on the family and social circumstances; scene reports from police child abuse investigation units or accident investigators.
- To meet on a regular basis to review specified child deaths, drawing on comprehensive information from all agencies on the circumstances of each child's death. This information will be reviewed by the Panel in order to meet the objectives set out above. Whilst all deaths will be notified to the Panel and a core data set collected, not all deaths will be reviewed in detail. Particular consideration shall be given to the review of sudden unexpected deaths in infancy and childhood; accidental deaths; deaths related to maltreatment; suicides; and any deaths from natural causes where there are potential lessons to be learnt about prevention. The Panel will determine and review on a regular basis which deaths are to be reviewed in an in-depth manner.
- To receive reports from other reviews of child deaths, including individual case reviews for SUDI, and hospital reviews of perinatal deaths.

- To review annually the numbers and patterns of deaths in Hampshire, Isle of Wight, Portsmouth and Southampton.
- To notify the chair of the relevant LSCB, the coroner and the police of any cases identified where there are previously unrecognised concerns of a criminal or child protection nature.
- To identify any lessons to be learnt from individual reviews or reviews of overall patterns and trends, including any system or process issues and any public health issues.
- To monitor professional responses to child deaths, and identify good practice as well as any gaps or deficiencies in the process.
- To make appropriate recommendations to the 4LSCBs.
- To provide the 4LSCBs and constituent agencies with an annual report on the work of the Panel.
- Parents are informed of the review and invited to feed into the process. The Chair will respond to parents who contribute to the review.
- Finances allocated for CDOP will be managed in accordance with agreed LSCB requirements.

Confidentiality and Information Sharing

Information discussed at the CDOP meetings will not be anonymised prior to the meeting, it is therefore essential that all members adhere to strict guidelines on confidentiality and information sharing. Information is being shared in the public interest for the purposes set out in *Working Together* and is bound by legislation on data protection.

CDOP members will all be required to sign a confidentiality agreement before participating in the CDOP. Any ad-hoc or co-opted members and observers will also be required to sign the confidentiality agreement. At each meeting of the CDOP all participants will be required to sign an attendance sheet, confirming that they have understood and signed the confidentiality agreement.

Any reports, minutes and recommendations arising from the CDOP will be fully anonymised and steps taken to ensure that no personal information can be identified.

Child Protection Concerns

Where there is an ongoing criminal investigation, the Crown Prosecution Service must be consulted as to what it is appropriate for the Panel to consider and what actions it might take in order not to prejudice any criminal proceedings.

If, during the enquiries, concerns are expressed in relation to the needs of surviving children in the family, discussions should take place with LA children's social care. It may be decided that it is appropriate to initiate an initial assessment using the *Framework for the Assessment of Children in Need and their Families* (2000). If concerns are raised at any stage about the possibility of surviving children in the household being abused or neglected, the inter-agency procedures set out in Chapter 5 of *Working Together* should be followed. The police and Coroner must be informed immediately that there is a suspicion of a crime or evidence comes to light that the death may be of a suspicious nature. The Chair of the relevant LSCB should be informed of the case to ensure that appropriate procedures are followed and to consider the need for a Serious Case Review.

Taking Action to Prevent Child Deaths

The most important reason for reviewing child deaths is to improve the health and safety of children and to prevent other children from dying. The 4LSCB CDOP will maintain a focus on prevention through all its work.

Individual deaths and overall patterns of childhood deaths will be evaluated to determine if the deaths were preventable; to identify modifiable risk factors (taking account of factors in the child, the parenting capacity, wider family, environmental and societal factors, and services provided to or needed by the child or family); and to determine the best strategy(ies) for prevention.

Strategies may be considered at different levels:

- Strengthening Individual Knowledge and Skills: Assisting individuals to increase their knowledge and capacity to act leading to behaviour change, through education, counselling and individual support.
- Promoting Community Education
- Training Providers to improve knowledge, skills, capacity and motivation to effectively promote prevention.
- Fostering Coalitions and Networks of individuals and organisations to work for advocacy and health promotion
- Changing Organizational Practices where system failures are identified, or models of good practice highlighted.
- Mobilizing Neighbourhoods and Communities in the process of identifying, prioritizing, planning and making changes.
- Influencing Policy and Legislation where appropriate through local and national advocacy

Recommendations made by the 4LSCB CDOP will be based on the lessons learnt from the review of child deaths, will be focused on specific, measurable actions, and will include plans for monitoring implementation.

Accountability and Reporting Arrangements

The Child Death Overview Panel is responsible for developing its work plan, which should be approved by the LSCBs. It will prepare a single annual report for the 4LSCBs, which are jointly responsible for publishing relevant, anonymised information. Quarterly reports will be produced.

The 4LSCBs take responsibility for disseminating the lessons to be learnt to all relevant organisations, ensures that relevant findings inform the Children and Young People's Plans and act on any recommendations to improve policy, professional practice and inter-agency working to safeguard and promote the welfare of children.

The 4LSCB CDOP will supply data regularly on every child death as required by the Department for Children, Schools and Families to bodies commissioned by the Department to undertake and publish nationally comparable, anonymised analyses of these deaths.

Working with the Media

Media interest in the work of the CDOP or in individual cases will be dealt with by the relevant press officer for the LSCB. The annual report of the 4LSCB CDOP will be a public document and as such will have no identifiable information contained within. Details of individual case discussions are to be kept confidential and in no circumstances will such details be passed to the press. The LSCB press officers will work proactively with the media to promote the work of the CDOP alongside that of the 4LSCBs in safeguarding and promoting the welfare of children in Hampshire, Isle of Wight, Portsmouth and Southampton.

Duties of the CDOP Chair, Manager and Coordinator

The 4LSCB Chairs will decide who will be the designated person to whom the death notification and other data on each death should be sent.

The Chair of the Overview Panel is responsible for ensuring that this process operates effectively. This includes:

- Encouraging the sharing of information for effective case reviews.
- Chairing the CDOP meetings and encouraging all Panel members to participate appropriately, ensuring that all statutory requirements are met, and maintaining a focus on preventive work.
- Facilitating the resolution of agency disputes.

The 4LSCB CDOP Manager will be responsible for managing the 4LSCB CDOP process. He/she will:

- Support the collection of individual case information, analyse and monitor progress of cases on behalf of the Child Death Overview Panel to ensure compliance with statutory guidance and local procedures.
- Assist the Panel to develop a strategic perspective through monitoring developments throughout the country including giving feedback on government initiatives.
- Develop close links with all relevant agencies, including Public Health Departments, and liaise with other CDOP Managers both nationally and across local boundaries.
- Be involved with the Rapid Response process in some shape or form, depending on local circumstance.
- Liaise, as required, with the chair of the Child Death Overview Panel and others to form a judgement about the need for a Serious Case Review.
- Develop Child Death Overview processes and systems to maintain a high level of confidentiality. This includes managing any personal and sensitive information within the confines of Data Protection legislation
- Lead on the development of a comprehensive and systematic approach to the analysis of childhood deaths including collating statistics and data in a way that highlights contributory factors, causes and trends so that the Child Death Overview Panel can fulfil its statutory duties. This will include interfacing with CEMACH data collection and analysis.
- Facilitate the dissemination of findings on the causes of child deaths including risk and protective factors.
- Make proposals for changes in policy and practice to reduce the number of preventable child deaths as per government targets (PSA Delivery Agreement 13).
- Act as a specific point of contact regarding child deaths in the 4LSCB area and provide professional advice to a range of agencies regarding the agreed approach to responding to unexpected childhood deaths.
- Undertake complex statistical analysis of data from a variety of sources and the provision of attendant written papers for inclusion in the LSCBs' Quarterly & Annual Reports.
- Raise awareness of the Child Death Overview Panel including, where required, the commissioning of training.
- Promote a co-ordinated and sensitive response to bereaved parents/carers across the professional network building on what is already available, and be able to provide professional advice regarding local support services.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training/development activities and encourage and support staff in their development and training.
- Complete and submit an annual report to the LSCBs
- Monitor the outcome of recommendations and prevention initiatives and activities.
- Highlight any specific information and/or data specific for individual LSCB areas.

- To attend individual LSCBs twice yearly to feedback exclusive data relating to that LSCB.

The 4LSCB CDOP Coordinator will be responsible for the smooth running of all child death review processes. He/she will:

- Ensure and monitor the effective running of the notification, data collection and storage systems
- Determine meeting dates and send meeting notices to Panel members.
- Obtain names and compile the summary sheet of child deaths to be reviewed and distribute to Panel members two to three weeks prior to each meeting.
- Ensure that notifications of child deaths are available for review by the Panel.
- Ensure that new members receive an orientation to the Panel prior to their first meeting.
- Ensure that all new CDOP members, ad hoc members and observers sign a confidentiality agreement.
- Compile and disseminate notes from each CDOP meetings.

The Role of Core CDOP Panel Members

1. Public Health:

The public health representative can:

- Provide the Panel with information on epidemiological and health surveillance data.
- Assist the Panel in strategies for data collection and analysis
- Assist the Panel in evaluating patterns and trends in relation to child deaths and in learning lessons for preventive work
- Inform the Panel of public health initiatives to support child health
- Advise the Panel on the development and implementation of public health prevention activities and programmes.

2. Coroner or Coroner's Officer:

The coroner or coroner's officer can:

- Provide the Panel with information on the status and outcome of the coroner's investigation into an unexpected child death and explanation of the determined manner and cause of death
- Provide the Panel with information from the autopsy and other investigations
- Advise the Panel on the coronial processes, including appropriate governing legislation
- Assisting in the development and implementation of strategies to improve the investigation of unexpected childhood deaths

3. Paediatrician

The paediatrician can:

- Provide the Panel with information on the health of the child and other family members, including any general health issues, child development, and health services provided to the child or family
- Help the Panel interpret medical information relating to the child's death, including offering opinions on medical evidence; providing a medical explanation and interpretation of the circumstances surrounding a child's death
- Assist with interpreting the autopsy findings and results of medical investigations
- Advise the Panel on medical issues including child injuries and causes of child deaths, medical terminology, concepts and practices.

- Provide feedback and support to medical practitioners involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.
- Liaise with other health professionals and agencies

4. Children's Social Care:

The children's social care representative can:

- Provide the Panel with information on any social care involvement with the child and family, including any child protection procedures
- Provide the Panel with information on other children in the home and any previous reports of neglect or abuse
- Help the Panel to evaluate issues relating to the family and social environment and circumstances surrounding the death
- Advise the Panel on children's rights and welfare, and on appropriate legislation and guidance relating to children
- Identify cases that may require a further child protection investigation, or a Serious Case Review
- Liaise with other Local Authority services
- Provide feedback to social workers and other Local Authority staff involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.

5. Police:

The police representative can:

- Provide the Panel with information on the status of any criminal investigation;
- Provide the Panel with information on the criminal histories of family members and suspects.
- Identify cases that may require a further police investigation
- Provide the Panel with expertise on law enforcement practices including investigations, interviews and evidence collection
- Help the Panel evaluate any issues of public risk arising out of the review of individual deaths
- Liaise with other police departments, and the crown prosecution service
- Feedback to police officers involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.

6. Specialist Community Public Health Nurse:

The specialist community public health nurse representative can:

- Provide the Panel with information on the health of the child and other family members, including primary care services provided to the child and family
- Help the Panel to evaluate health issues relating to the circumstances of the child's death
- Advise the Panel on nursing practices that may have had a bearing on the child's health or well-being
- Assist the Panel in developing appropriate preventive strategies
- Liaise with other nursing and allied health professionals and to managers where service provision is found to be less than satisfactory or exemplary.

7. Education

The Education representative can:

- Provide the Panel with information on any Educational involvement with the child and family, including any identified Special Educational Needs
- Help the Panel to evaluate issues relating to any educational needs of the child and circumstances surrounding the death
- Advise the Panel on children's rights and welfare, and on appropriate legislation and guidance relating to the education of children
- Contribute to the Identification of any cases that may require a further child protection investigation, or a Serious Case Review
- Liaise with other Local Authority services
- Provide feedback to Educational establishments/providers and other Local Authority staff involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.

8. Midwife

The midwifery representative can:

- Provide the Panel with information relating to antenatal and perinatal care and support for the child and mother
- Advise the Panel on issues around antenatal and perinatal care
- Help the Panel to evaluate perinatal deaths
- Advise on any preventive strategies involving antenatal care or support
- Liaise with other midwifery and obstetric colleagues
- Provide feedback and support to midwifery and obstetric colleagues involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.

9. Ambulance

The Ambulance Service representative can:

- Provide the Panel with information on any Ambulance Service involvement with the child.
- Advise the Panel on Ambulance Service practices/guidelines relating to the treatment it provides to children.
- Provide an Ambulance Service perspective on the evaluation of individual child deaths.
- Assist the Panel in developing appropriate preventive responses, including issues around public awareness, media involvement, and education.
- Assist the Panel in identifying system or process issues that may have impacted on a child's death
- Provide feedback and support to Ambulance Service colleagues involved in individual case management and to managers where service provision is found to be less than satisfactory or exemplary.
- Liaise with other health professionals and agencies and the Police

10. Bereavement Counsellor

The bereavement representative can:

- Advise the Panel on ongoing bereavement support needs for the family or others involved
- Be an advocate for the family
- Assist the Panel in monitoring and evaluating the appropriateness of professional responses to child deaths
- Provide support to other Panel members ensuring appropriate member care

- Facilitate the provision of support to other professionals involved in individual case management
- Provide feedback as regards service provision as agreed by CDOP

11. Lay Representative

The lay representative can:

- Provide a community perspective on the evaluation of individual child deaths and patterns of child deaths
- Be an advocate for children and families
- Assist the Panel in identifying system or process issues that may have impacted on a child's deaths
- Assist the Panel in developing appropriate preventive responses, including issues around public awareness, media involvement, and education.

Links with other local bodies & organisations

The LSCB members below have agreed to provide links with the bodies/organisations specified. This includes:

- taking responsibility for drawing to the LSCB's attention any issues relevant to its safeguarding remit
- taking information from the LSCB back to the body/organisation and promoting safeguarding

Body/Organisation	Defined Link Person	Mechanisms
Anti-bullying Strategy lead	tbc	Two-way flow of information
Children's Rights Service	Stephen Woodford (Quality Assurance / Executive Group Member)	Monitoring & reporting based on evaluations from advocacy services provided to Child Protection Conferences and other feedback.
Community Safety Partnership Youth Inclusion Forum	Alex Hicks, Service Manager CDRP As above	Regular contact through Board Manager
MARAC Multi Agency Risk Assessment Conferences. MARACs focus on the victims of domestic violence where there is a high or very high risk. They aim to provide a coordinated response to support the victim and to link into relevant groups (e.g. MAPPA)	PS Martin Ward, PPU (Quality Assurance Group Member)	Two-way flow of information
DV Forum	Kim Brown, DV forum Chair (Strategy Group Member)	Two-way flow of information
Local Safeguarding Adults Board	Lynn Turner, Adult Safeguarding Manager (Strategy Group Member)	Two-way flow of information
MAPPA	Martin Ward	Two-way flow of information

Multi Agency Public Protection Arrangements. Multi-Agency Public Protection Arrangements support the assessment and management of the most serious sexual and violent offenders		
Island Strategic Partnership	Ian Anderson – DCWSC (Strategy Group Member) Additional links through Strategic Communications group leads	Two-way flow of information
Childrens Scrutiny Committee	LSCB Chair	Presents top scrutiny twice annually
Children and Young Persons Strategic Partnership	Dawn Cousins (Lead Member for Children) LSCB attendee Kim Brown (DV Forum Chair- LSCB Member)	Two-way flow of information
Child Death Overview Panel (CDOP)	Jenny Johnston (Strategy Group Member)	Two-way flow of information