

Terms of Reference

Isle of Wight Local Safeguarding Children Board (LSCB)

Introduction

The Children Act 2004 (s.13) requires each local Authority to establish a LSCB (Local Safeguarding Children Board) by 01 April 2006.

- Safeguarding and promoting the welfare of children and young people is defined as:
 - Protecting children and young people from maltreatment.
 - Preventing impairment of children's health or development.
 - Ensuring children and young people are growing up in circumstances consistent with the provision of safe and effective care.

Objectives

- The core objectives of the LSCB are
 - To coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children and young people on the IOW.
 - To ensure the effectiveness of what is done by each person or body for that purpose.
- The IOW LSCB will undertake the role of safeguarding so as to enable IOW children and young people to have optimum life chances and enter adulthood successfully.
- The LSCB will ensure that the duty to safeguard and promote the welfare of IOW children and young people will be carried out in such a way as to improve all five outcomes which are of importance to children and young people.

The Role

Safeguarding and promoting the welfare of children and young people falls into three main areas of activity.

- Preventative
- Proactive
- Responsive

Preventative

- The LSCB will aim to identify and prevent maltreatment or impairment of health and ensure children and young people are growing up in circumstances consistent with safe and effective care.
 - To ensure mechanisms are in place to identify abuse and neglect whenever they occur.
 - To promote the message that safeguarding is everyone’s business and increase understanding of safeguarding issues in the professional and wider community.
 - To ensure all organisations working with children and young people operate safe recruitment and HR practices.
 - To coordinate performance management and monitoring arrangements to determine that local services work well together to protect children. (s. 11 Children Act 2004)
 - To ensure that everybody (including children and young people) know who to contact when they have concerns about their own and others safety.

Proactive

- The LSCB will develop and evaluate thresholds/procedures for work with children and families who are identified as “in need” under the Children Act 1989 but not suffering or at risk of suffering significant harm.
- The LSCB will work to safeguard and promote the welfare of those children and young people who are more vulnerable than the general population such as
 - Children and young people living away from home.
 - Children and young people who have run away from home.
 - Children and young people in custody.
 - Disabled children and young people.
 - Children and young people misusing drugs and/or alcohol.
 - Children and young people being bullied.
 - Children and young people at risk of becoming teenage parents.

* These are local additions

Responsive

- The LSCB will ensure that work to protect children and young people who are suffering, or are at risk of suffering harm, is properly coordinated, responsive and effective with particular regard for:
 - Children and young people abused and neglected within families, including those harmed in the context of domestic violence and/or the impact of substance abuse.
 - Children and young people abused outside families by adults known to them.

- Children and young people abused and neglected by carers, within an institutional setting, or where they are cared for away from home (including privately fostered children and young people).
- Children and young people abused by strangers.
- Children and young people abused by other young people.
- Young perpetrators of abuse.
- Children and young people involved in prostitution or trafficking.

Accountability

Whilst the LSCB has a role in coordinating and ensuring the effectiveness of local individuals and organisations work to safeguard and promote the welfare of children and young people, it is not accountable for their operational work.

Each Board Partner retains its own existing lines of accountability for safeguarding and promoting the welfare of children and young people through provision.

The LSCB does not have the power to direct organisations.

Core Functions

The core functions of the LSCB are set out in regulation.

The LSCB will take account of the need to promote equality of opportunity and meet the diverse needs of children and young people.

Policies & Procedures Functions

For Safeguarding/Promoting Welfare of Children and Young People

- Develop policies and procedures for safeguarding and promoting the welfare of children and young people on the IOW. To include actions to be taken where there are concerns about a child's safety/welfare.
- Ensure agreed thresholds for referrals to Children's Services (Social Care), of children and young people who may be in need and processes for robust multi agency assessment of CIN (This includes concerns under S.17 & S.47 of the Children Act 89).
- Agree 4LSCB interagency procedures for S.47 enquiries and setting out how S.47 enquiries should be conducted. In particular, when joint enquiries are necessary and/or appropriate.
- Agree local protocols for vulnerable children and young people.
- Encourage and help develop effective joint working relationships between different services and professional groups based on trust, mutual understanding, common thresholds and language, leading to a more efficient use of resources.

Training of Persons Who Work with Children and Young People

- To ensure that single agency and multi agency training on safeguarding and promoting welfare is provided in order to meet local needs. This covers both the training provided by single agencies to their own staff and multi agency training, where staff train together.
- To ensure that priorities for multi-agency and single agency training is fed into the local workforce strategy.
- The LSCB will evaluate the quality of this training, ensuring relevant training is provided by individual organisations and checking the training is reaching the relevant staff members within organisations.

Recruitment & Supervision of Persons Who Work with Children and Young People

- Establish policies and procedures for checking suitability of people applying for work with children and young people – ensuring policies are in place for the following:
 - Supervision.
 - Allegations against staff.
 - Cooperation with neighbouring Children’s Services areas, in line with Chapter 4 & 5 Working Together.
 - Ensure coordination and effective implementation of measures to strengthen private fostering notification arrangements.
- Consider local protocols for:
 - Resolving professional differences of view regarding specific cases.
 - Case Conference processes, including quora, role of advocates, excluding parents in exceptional circumstances, handling complaints and the involvement of children and young people.

Communicating & Raising Awareness

- Raise awareness within the local community of the need to protect children and young people and promote their welfare explaining how they can contribute to those objectives.
- Inclusion of faith groups and minority communities in public campaigns.
- Listen to and consult children and young people, parents and carers and ensure their views are taken into account in planning and delivering safeguarding services – particularly in relation to the effectiveness of local work, issues of access to services etc.

Monitoring & Evaluation

- Achieve high standards in safeguarding work by monitoring and evaluating the effectiveness of what is done by the Local Authority and Board partners individually and collectively.
- Advise individual organisations on ways to improve.
 - Undertake joint audits of case files and identify lessons to be learned and quality of practice in terms of multi agency working.
 - Advise the Local Authority and Board partners on ways to improve e.g. develop new procedures, recommendations for further resources, self evaluation, supporting capacity, building and training, spreading best practice by bringing together expertise in different bodies.
 - Ask individual organisations to self evaluate against an agreed framework of bench marks and indicators and to report annually to the LSCB.
- Ensuring duties under s. 11 of the Children Act 2004 or s. 175/157 of the Education Act 2002 are fulfilled. s. 11 refers to each body and person to whom s. 11 applies must make arrangements for ensuring that
 - Their functions are discharged having regard to the need to safeguard and promote the welfare of children and young people (this also includes any service commissioned by those organisations).

Planning & Commissioning

- Participate in the local Planning and Commissioning of children's services to ensure they take safeguarding and promoting the welfare of children into account.
- Contribute to the children and young persons plan and ensure all planning and commissioning of services for children within the Local Authority take account of the need to safeguard and promote children's welfare.
- Community Safety Team to report matters relating to the protection of children from harm under the Licensing Act 2003.

Child Deaths

- We have an obligation to set up a Child Death Overview panel by April 2008 but it is our intention to do so from April in 2007 in collaboration with the other 3 local LSCBs. The overview panel to be set-up will
 - Collect and analyse information about the deaths of all children and young people on the Isle of Wight.

- Identify matters of concern affecting the safety and welfare of children and young people on the Isle of Wight (including serious case reviews).
- Identify general public health/safety concerns arising from such deaths.
- Develop procedures to ensure a coordinated response by the Authority and Board partners.

Serious Case Review

- Ensure procedures are in place that enable the undertaking of reviews of cases where a child has died or been seriously harmed in circumstances where abuse/neglect is known or suspected and advising on lessons that can be learned.
- Ensure all staff are aware of when serious cases reviews are required or should be considered.
- Ensure that such reviews are undertaken within the agreed timescale and that the action plan is carried out, learning is disseminated, lessons acted on and local policy and practice improved.

Other Activities

- Agree other priority activities as part of the wider Children's Trust Planning.

Governance

The LSCB must exercise its unique statutory role effectively by :-

- Forming a view about local activity and challenging organisations as necessary.
- Speaking with an independent voice.
- Working with the Trust Board on issues which affect how children and young people are safeguarded?
- Ensuring the work of another Board is not duplicated.
- Ensuring there are no strategic or operational gaps in policies/services or practice.
- Reporting on how children and young people are safeguarded and their welfare promoted to the Children's Trust and other strategic bodies.

Membership

- Organisations will designate named people as their LSCB member to ensure consistency and continuity in attendance.
- Members will have a strategic role in relation to safeguarding and promoting welfare of children and young people within their organisation and be able to:
 - Speak for their organisation with authority.

- Commit their organisations on policy, practice and resource issues.
- Hold their organisation to account.
- Board Partners are set out in Appendix 1 according to s. 13(3) of the Children Act (2004).
- Principal responsibilities of Board Members are set out in Appendix 2.

Finance

- To function effectively the LSCB need's to have adequate and flexible resources. The contributions from each agency are a mixture of “in kind” and financial contributions.
- The LSCB will have a pooled budget, committed in advance and managed by the Board Manager.
- The member organisations will agree the priorities for the work plan and also share responsibility for determining what the necessary resources will be to support the work plan.

Planning

- On the basis of the Children & Young People's Plan (which will identify actions and activities needed to achieve targets and priorities and ensure delivery) the Children's Trust will develop joint commissioning arrangements, based on assessed local needs.
- The LSCB will agree priorities, planning provision and identify the resources available across the agencies and the contribution each will make.

Monitoring & Inspection

- The LSCB will undertake peer review processes based on self evaluation, performance indicators and joint audit, to aim for continuous improvement.
- The Board Manager, on behalf of the LSCB, will agree actions when weaknesses have been identified in services. This includes feeding back concerns when a Board Partner is not performing effectively, to senior managers in the organisations and if necessary to the relevant Government Department.
- All Board members will contribute fully to the Joint Area Review (JAR) of Children's Services every 3 years and the Annual Performance Assessment (APA) each year.
- Individual agencies will be assessed through their own quality assurance processes.

Task Groups

- A number of task focused groups will be identified to ensure the agreed work plan for the LSCB is carried out.
- The Structure Chart, Appendix 3, highlights the interrelationship of the Board with other Strategic bodies. It also identifies standing task groups and time limited task groups.
- Task groups will submit written reports to the LSCB as directed via work plans.

Kate Freeman
Service Manager – Quality Assurance

Appendix – 1

Membership of Isle of Wight Local Safeguarding Children Board (LSCB)

Statutory Members

Chair	- Independent
Board Manager	- Serious Cases & Training & Publicity Chair
Director of Children's Services	
Head of Children's Services	
Chief Officer of Police	
Local Probation Board	
Youth Offending Team	
Strategic Health Authority & PCT	
NHS Trust	
Connexions	
CAFCASS	
Prison Governor	
Community Safety Team	
Adult Services	} Through Task Groups
Social Care	
Mental Health Disability	
Designated Doctor	
Designated Nurse	
Dental Services	- To be determined
Child Protection Coordinator	- Domestic Violence Forum Chair
Child Protection Advisor	- Regional MAPPA link/CPS
Voluntary/Community Sector	
School Lead	} To be determined
College Principal	
Faith Groups	
Legal Advisor	

Appendix – 2

Draft Principal Functions and Accountabilities of LSCB Members

Isle of Wight Local Safeguarding Children Board (LSCB)

1) Role Purpose

Each IOW Local Safeguarding Children Board partner is responsible for agreeing how different services and professional groups should co-operate to safeguard children on the IOW, and for making sure the arrangements work effectively to bring about good outcomes for children.

2) Functions & Accountabilities for Statutory Partners

To meet their statutory responsibilities each LSCB partner needs to:

- a) Ensure its own agency (and those from whom it commissions services) is able to evidence its achievement to safeguard and promote the welfare of children in its strategic and operational plans.
- b) Have the authority to act on behalf of its own agency and, if necessary, hold their agency to account.
- c) Agree LSCB policies, protocols and procedures on behalf of their agency.
- d) Negotiate and commit agency resources to establish and maintain a pooled LSCB budget, as per 3 year Plan.
- e) Ensure adequate agency representation and capacity in all relevant LSCB work streams. To integrate this into job descriptions.
- f) Ensure their own knowledge of recent policy/practice and research is up to date and informs their work
- g) Be responsible for the monitoring and evaluation of the effectiveness in arrangements to safeguard children on the IOW within own agency.
- h) Be responsible for receiving, disseminating and collating information regarding safeguarding children and LSCB matters within their agency
- i) Ensure that the LSCB core functions as set out in regulations are met.
- j) Take an active part in Joint Area Reviews of Children's Services.

3) Principal Functions & Accountabilities for Non Statutory Partners

To meet their responsibilities each LSCB partner needs to:

- a) Ensure own organisation (including those from whom they commission services) is able to demonstrate how they safeguard and promote the welfare of children in their strategic and operational plans.

- b) Speak on behalf of their own organisation and/or offer a professional point of view on work to safeguard and promote the welfare of children.
- c) Take responsibility to communicate the work of the LSCB within their organisation.
- d) Contribute to relevant LSCB work streams as consistently.
- e) To ensure their own knowledge of recent policy/practice and research is up to date and informs their work
- f) Contribute to the monitoring and evaluation of the effectiveness in arrangements to safeguard children on the IOW
- g) To ensure own organisation follows LSCB policies and procedures in relation to safeguarding and promotion of children's welfare on the IOW.
- h) To be responsible for receiving, disseminating and collating information regarding safeguarding children and LSCB matters within their agency
- i) To support the LSCB in meeting its core functions as set out in regulations, by committing "in kind" resources.
- j) To take part in Joint Area Reviews of Children's Services as appropriate.

4) Principal Functions & Accountabilities for Sub Group Members

- a) To represent their agency on relevant work streams and contribute to the work of the business plan as agreed.
- b) To commit working time to taking forward the LSCB business plan. This should be included in the representative's job description and/or form part of their annual appraisal
- c) To be responsible for receiving, disseminating and collating information regarding safeguarding children and LSCB matters within their agency.
- d) To provide regular reports to LSCB as required

4) Sub Group Chairs

Chairs of sub-groups will be elected from the main LSCB members and should be representative of the range of agencies on the board. (The Board Manager will chair the Training & Publicity task group.

The Chairs will:

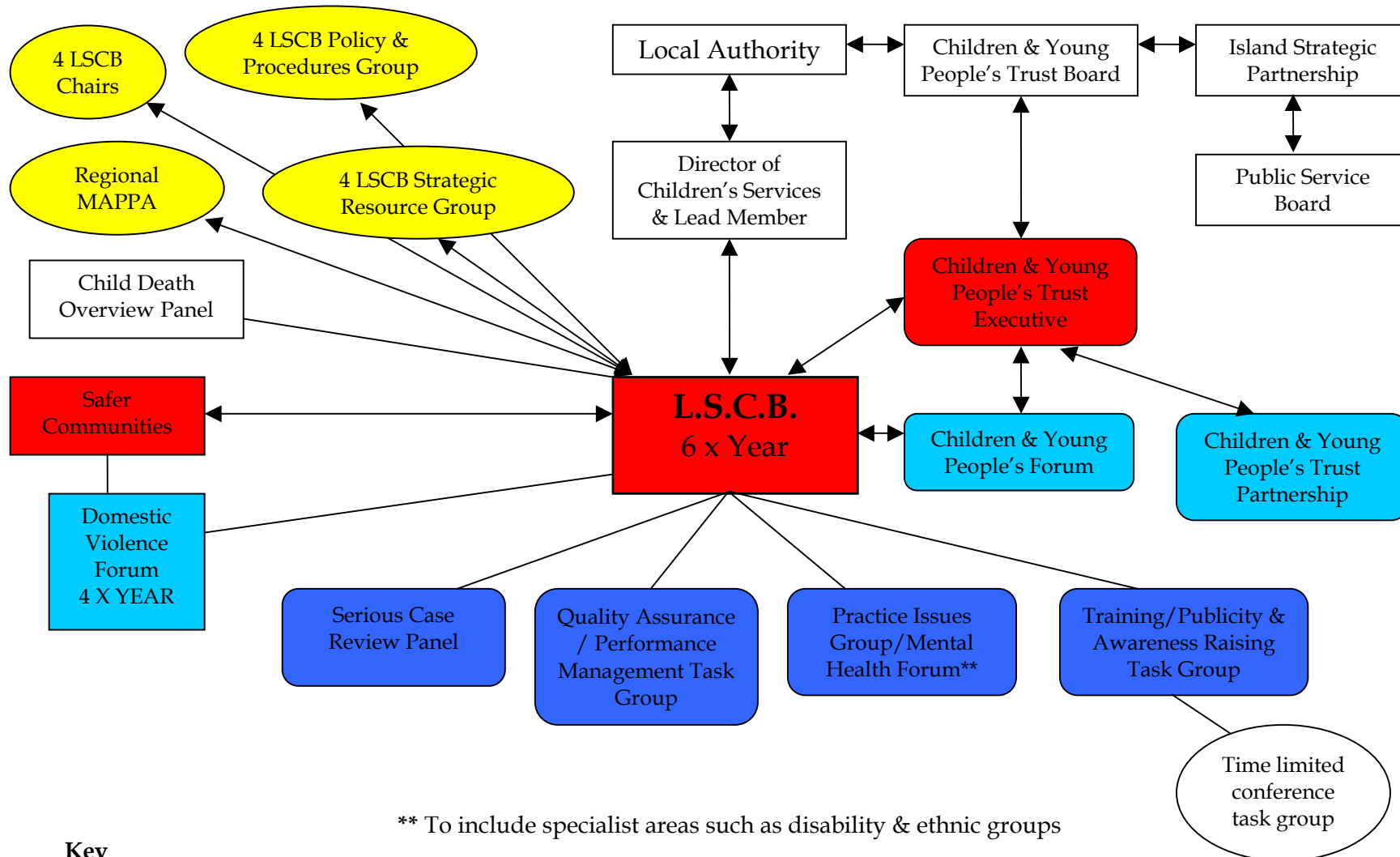
- a) Lead and direct the work as set out in the business plan
- b) Provide relevant information for the Board Manager to submit written reports to the LSCB.
- c) Contribute to the annual report that details the outcomes of the work identified in the business plan.
- d) Be accountable for actions agreed at meetings and the quality assurance of work.

Inspection

Local Safeguarding Boards will be inspected by Joint Area Reviews (JAR). The scope of the inspection will encompass all agencies involved in the Safeguarding Board in particular those who are required by statute to cooperate.

Appendix - 3

Proposed Framework for IOW LSCB & Relationship to other Local Authority Strategic Bodies



Key

- 4 LSCB Groups
- Strategic Boards
- Sub Groups of LSCB & Another Strategic Forum
- LSCB Task Groups

NB There may be a need to set-up other time limited focused groups to consider specific issues e.g. Private Fostering