



Bath & North East Somerset
Local Safeguarding Children Board

Bath and North East Somerset Local Safeguarding Children Board Terms of Reference

Purpose:

- 1.1 The purpose of the Local Safeguarding Children Board (LSCB) is to safeguard and promote the welfare of children and young people in Bath and North East Somerset.
- 1.2 The LSCB is the key mechanism for agreeing how the relevant organisations in the Local Authority area will co-operate to safeguard and promote the welfare of children in Bath and North East Somerset and for ensuring the effectiveness of what they do.
- 1.3 Established in accordance with the Children Act 2004 and Working Together to Safeguard Children 2006, the work of the LSCB contributes to the wider goals of improving the welfare of all children, with a particular focus on the aspects of the Staying Safe outcome. Within the wider children's trust governance arrangements its role is to ensure the effectiveness of the arrangements made by individual agencies and the wider partnership for safeguarding and promoting the welfare of children.

2. Scope and Remit

- 2.1 The Scope of the Local Safeguarding Children Board role is based upon 3 broad areas of activity:
 - Activity that affects all children and which aims to prevent maltreatment, or impairment of health or development, and to ensure that children are growing up in circumstances consistent with safe and effective care.
 - Proactive work that aims to target particular groups of children and young people who may be vulnerable or in need.

- Reactive work to protect children who are suffering who are at risk of suffering maltreatment.
- 2.2 The remit of the Local Safeguarding Children Board will cover the priorities within the Children and Young People are Safe theme of the Children and Young People's Plan 2014-2017
- 2.3 The core responsibility of the LSCB is protecting children from harm and so within these aims it will give priority to ensuring the adequacy of arrangements for keeping children safe from maltreatment, neglect, violence and sexual exploitation.
- 2.4 To carry out core functions as set out in Working Together to Safeguard Children in respect of:-
 - Policies and procedures
 - Communication and raising awareness of the safeguarding agenda.
 - Monitoring and evaluation
 - Participating in planning and commissioning
 - Serious Case Reviews
 - Child death reviews

3. Aims

- 3.1 The Local Safeguarding Children Board will focus on children and young people who are suffering or likely to suffer significant harm and on safeguarding and promoting the welfare of these children. In doing so, the Board will promote activities that protect children and young people from actual significant harm and the continuing risk of harm, that minimise the impact of harm and promote factors that enhance protection.
- 3.2 The Local Safeguarding Children Board will work to raise awareness within the wider community, taking into account differing backgrounds and needs, and among statutory, voluntary and independent agencies, about how everybody can contribute to safeguarding children and promoting their welfare.

4. Core Objectives of the LSCB.

- 4.1 To co-ordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children living in, attending school, or visiting Bath and North East Somerset.
- 4.2 To ensure the effectiveness of what is done by each such person or body for that purpose.

5. Overall Objectives

- 5.1 To develop and agree local policies and procedures for inter-agency work to safeguard children within a framework provided by Working Together to Safeguard Children.

- 5.2 To audit and evaluate how well local services work together to safeguard children. To ensure that any actions arising from inspections of safeguarding services are effectively implemented and that their impact is evaluated and evidenced.
- 5.3 To put into practice objectives and performance indicators for safeguarding children, within the framework and objectives set out in the Children and Young People's Plan, and ensure that the Plan takes into account priorities promoted by LSCB Annual Report and Work Programme.
- 5.4 To encourage and help develop effective working relationships between different Services and professional groups, parents, carers and young people based on trust and mutual understanding.
- 5.5 To ensure that there is a level of agreement and understanding across agencies about operational definitions and thresholds for intervention.
- 5.6 To improve local ways of working in the light of knowledge gained through national and local experience and research, and to make sure that any lessons learnt or shared, are understood and acted upon.
- 5.7 To help improve the quality of safeguarding children work and inter agency working through specifying needs for inter-agency training and development, and ensuring that the training is delivered and evaluated. Further, that this training informs better practice and improves outcomes for children and young people.
- 5.8 To raise awareness within the wider community of the need to safeguard children and promote their welfare, and to explain how the wider community can contribute to these objectives.
- 5.9 To make sure that any lessons learnt from case reviews are understood and acted upon: to communicate clearly to individual Services and professional groups their shared responsibility for safeguarding children, and to explain how each can contribute.
- 5.10 To ensure that the Board meets its duties in respect of child death review arrangements through collaboration with neighbouring LSCBs and the West of England Child Death Overview Panel (CDOP).
- 5.11 To monitor the effectiveness of Early Help work in B&NES from the preventative safeguarding aspect and not an operational stance through monitoring the work of the Early Help Board as a new sub group of the LSCB.

6. Accountability and Reporting

- 6.1 Working Together 2015 provides statutory guidance on the establishment and the functions of LSCBs.

The guidance makes it clear that;

- a) The Local Authority is responsible for establishing a LSCB
- b) The LSCB should be independent. It should not be subordinate to, nor subsumed within, other local structures .
- c) The Chief Executive, drawing on other LSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSCB. The Chair is accountable directly to the Chief Executive.
- d) The Chair's Annual Report is the key mechanism for demonstrating accountability.

6.2 The LSCB will be chaired by an Independent Person. The Chair of the LSCB holds the Board to account on matters of safeguarding in all its activities.

6.3 The LSCB will provide annual reports to the Health and Wellbeing Partnership Board. The Chair of the Local Safeguarding Children Board will prepare reports on the effectiveness of the arrangements for the LSCB in Bath and North East Somerset to the Council's Early Years, Children and Youth Policy Development and Scrutiny Panel and the Lead Member for Children's Services.

The relationship between the LSCB, the HWBB is therefore one of mutual challenge and holding to account. It should not be or perceived to be, one of linear accountability

The LSCB also had mutual reporting with the Children's Trust Board and it has been agreed that the CTB will disband during 2016 and that the reporting on these challenges will be undertaken by the newly convened Children and Young People's sub group of the Health and Well Being Board. (This new group will also oversee the Year 3 review of the CYPP 2014-2017) .The Children and Young People's Sub Group will present their responses to the challenges from the LSCB to the Health and Wellbeing Board. This report will be presented to the LSCB of part of the reciprocal challenge arrangement between both boards. There will be no new Children and Young People's Plan post 2017, but a new Outcomes Delivery Framework will be developed during 2016/2017 by the Children and Young People's sub group.

6.4 The LSCB's own activities are currently part of the overall Children and Young People's Plan and through this its work will be scrutinised by the Local Authority, by other local partners and other key stakeholders until 2017.

6.5 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, it is not accountable for their operational work. Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. The LSCB does not have a power to direct other organisations. The Board will however challenge member agencies about performance and their contributions to safeguarding children whenever appropriate.

6.6 In carrying out its monitoring and evaluation functions the LSCB will advise Board partners on ways to improve. Where there are concerns about the

work of partners and these cannot be addressed locally, the LSCB will raise these concerns with the individuals and organisations that need to be aware of the failing and may be able to take action. For example, to the most senior individual(s) in the partner organisation, to the relevant inspectorate, and if necessary to the relevant Government Department. The LSCB Escalation Policy for Resolving Disagreement between Workers will be followed in these instances.

7. Local Safeguarding Children Board Meetings

- 7.1 The Local Safeguarding Children Board will meet in March, June, September and December each year. The Board is chaired by an Independent Person recruited on behalf of the LSCB by the Director of Children's Services. There will be a nominated Deputy Chair.
- 7.2 The Board will be supported by the Council's Democratic Services Administrator. The Agenda and papers for each meeting will be distributed seven days in advance of that meeting to the core members (for action) and the associate members (for information). The notes and action plan from each meeting will be distributed within one month of the meeting to both core and associate members, and for information to the Lead Member for Children's Services. The final approved version of the minutes will be included on the LSCB website
- 7.3 All core members (and associate members when attending) will ensure that they are fully prepared for each meeting, complete action as designated, and submit any written reports for meetings to the Business Support Manager when requested, approximately twelve days prior to that meeting. Any nominated substitutes will be similarly prepared and have full delegated authority.
- 7.4 All members will be asked to make any declarations of interest at the beginning of each meeting.
- 7.5 All core member agencies must be represented at every LSCB meeting. In exceptional circumstances the Chair can decide to proceed with a minimum attendance of 75%, and this must include representatives from Children's Social Care, the Police and NHS Bath and North East Somerset/Wiltshire Cluster.
- 7.6 The Local Safeguarding Children Board will develop, implement and evaluate an Annual Report which will incorporate the annual work programmes.
- 7.7 The Board will convene an Annual Stakeholders Event and two half day LSCB Development sessions. All core members will attend these days. These will be used to review the work of the LSCB and to develop the Annual Report and Work Programmes. The Annual Report will be presented to the Chair of the Health and Wellbeing Partnership: the Lead Member for Children's Service: the Policy Development and Scrutiny Panel: the Chief Executive of

the Council: the Chair of the Clinical Commissioning Group: and the Police and Crime Commissioner.

8. Membership of the LSCB

- 8.1 The core members of the LSCB will be those who are designated as statutory members under Section 13 (3) of the Children Act 2004, namely:-

The Council (Children's Services): The Police: The Probation Service: The Youth Offending Team: Adults and Children's Health Service providers: NHS BaNES CCG: Royal United Hospital NHS Trust: Avon and Wiltshire Mental Health Partnership: CAF/CASS (Children and Family Courts Advisory and Support Service): Oxford Health NHS Foundation Trust: CAMHS: NHS England; Sirona care and health.

Other core members will be:- advocates for local primary schools and secondary schools, national Voluntary Organisations with experience in this area of work (Barnardo's), an advocate for the local Voluntary Services Network and a Designated Doctor and Designated Nurse who will provide appropriate expertise and advice to the Board. The Lead Member for Children's Service is a participating observer.

Lay Members will operate as full members of the LSCB, participating on the Board by providing an independent voice on behalf of their community. They may also take part in the work of relevant sub - groups. In particular, Lay Members should help to make links between the LSCB and community groups, support stronger public engagement in local child safety issues and help to promote an improved public understanding of the LSCB's work.

All core members will be represented at each Board Meeting.

- 8.2 All core members will be nominated by the Chief Officer of their organisation or the Chair of their Partnership Representative body. The Chief Officer/Chair will ensure that their nominated member has the requisite skills, expertise and capacity to carry out their roles and responsibilities as core members of the Board.
- 8.3 All core members and associate members of the LSCB have been provided with a written statement of their roles and responsibilities, and their organisation has confirmed that they are able to:-
- Speak for their organisation with authority
 - Commit their organisation on policy and practice matters
 - Hold their organisation to account (in matters of safeguarding children)

Individual members of the LSCB will carry out their duties in accordance with the Nolan Principles for people in public life (selflessness, integrity, objectivity, openness, honesty and leadership).

In the event of any disagreement or dispute, the Chair will follow the Dispute Resolution between Local Safeguarding Children/Adult Board Partners, Sub Group Members and With Other Boards.

8.5 Associate Members have been established to ensure robust links with key stakeholders – agencies/partnerships whose active involvement in the work of the LSCB are important but may not necessarily need to be present at every LSCB meeting. An associate member will be invited to attend the LSCB Business Meetings when proposed agenda items are of particular relevance: be invited to propose agenda items for Business Meetings: receive copies of agenda and papers in advance of each meeting and copies of notes and actions from each meeting: be invited to join LSCB Sub Groups: contribute to the development of the Annual Report and Work Programme: attend the Annual Stakeholders Forum and Development Day: participate in LSCB training and encourage their staff to participate in inter agency child protection training.

The associate members will be representatives of:-

The Council's Adult Safeguarding Care Services and Learning Disability Services: the Community Safety and Drugs Partnership: the Fire and Rescue Service: the Great Western Ambulance Service: the Council's Housing and Supported Living Services.

8.6 The LSCB will also secure the involvement in its work of Faith Groups, Independent Schools, Further Education Colleges, Children's Centres, GPs, Independent Health Care Organisations, the Interpersonal Violence and Abuse Strategic Partnership (IVASP), the Multi-Agency Public Protection Arrangements, Housing Culture and Leisure Services, Housing Providers, the Drug Action Team and representatives of children, young people and parents via existing networks and forums, including the Annual Stakeholders Forum. The LSCB will link with the Responsible Authorities Group (RAG) to ensure that duties in respect of The Licensing Act 2003 are fulfilled.

8.7 An induction programme will be provided for all new members and contributions made to performance appraisals.

8.8 Formal links are established with other key strategic partnerships including the Responsible Authorities Group, the Youth Offending Team Management Board, Early Help Board and the Health and Wellbeing Partnership.

8.9 The LSCB will ensure close working arrangements with the Local Safeguarding Adults Board and explore all opportunities for joint work and use of resources.

9. Sub Groups of the LSCB

9.1 The Board has eight main sub groups as of December 2016 these are:

- Training and Workforce Development
- Policy, Procedures and Performance Monitoring
- Professional Practice
- Serious Case Review

- Child Sexual Exploitation and Missing
- Communications
- Children in Care Quality Assurance
- Early Help Board

Terms of Reference are written for each sub group and submitted to the LSCB for approval. The LSCB will receive six monthly reports from each sub group.

The number of sub groups will be kept under review and, if necessary, specific task and finish groups will be established.

10. Funding of the LSCB

- 10.1 The LSCB will be funded by core contributions from the Local Authority, the Police CAFCASS, National Probation Service and Rehabilitation CIC; and NHS Banes CCG. All core and associate members will make contributions in kind to ensure that the LSCB and its work is suitably resourced.
- 10.2 The LSCB's inter agency training programme will be funded by core contributions from the Local Authority, the Police and the Health agencies. All core members will make contributions in kind to ensure that inter agency training is suitably resourced.
- 10.3 The funding of the LSCB and it's inter agency training programme will be reviewed annually.

September 2016 for approval by PPPG in November 2016 and LSCB in December 2016

Amended December 2016 with addition of Early Help Board

Amended February 2017 changing term 'representatives' to 'advocates' for voluntary sector and education