



**NORTH LINCOLNSHIRE**

**LOCAL SAFEGUARDING CHILDREN BOARD**

**TERMS OF REFERENCE**

**AND**

**CONSTITUTION**

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## **LOCAL SAFEGUARDING CHILDREN BOARD**

### **CONSTITUTION AND TERMS OF REFERENCE**

#### **1.0 Purpose**

- 1.1 The Children Act 2004 requires Children's Services Authorities to establish Local Safeguarding Boards involving key local partners as listed at section 13(3) of the Act. It also requires these board partners to co-operate with each other in the establishment and operation of this Board. This document details the arrangements for the Board partners within North Lincolnshire to carry out their functions as laid out in legislation and guidance.
- 1.2 This Board will be known as the North Lincolnshire Local Safeguarding Children Board.
- 1.3 Section 11 of Children Act 2004 places a duty on key individuals and bodies to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its functions.
- 1.4 The safeguarding responsibilities of each agency represented on the board - will be monitored by the North Lincolnshire Local Safeguarding Children Board.
- 1.5 The aim of the Board is to ensure the multi-disciplinary co-ordination of referral, enquiry, assessment, planning, intervention and case review services - to all children in need and those whose needs are not met due to compromised parenting. The primary target group would therefore be those children assessed as being at levels 3 – 4 of the Child Well-being Scale (Hardiker model). However the Board's strategic responsibility will encompass the wider preventative needs of all children locally.
- 1.6 It will do this by the provision of statutory interagency leadership and governance at strategic, operational and promotional level.

## **DEFINITION OF SAFEGUARDING**

- 1.7 The definition of Safeguarding that the Board will work to has two parts a definition and an action

### **Definition**

Safeguarding children is

**“preventing impairment of their health and development and ensuring that they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully”**

**( Working Together 2006)**

### **Which involves**

**“all agencies working with children, young people and their families take all reasonable measures to ensure that the risks of harm to children's welfare are minimised;**

**and**

**where there are concerns about children and young peoples welfare, all agencies take all appropriate action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.”**

Joint Chief Inspectors Report, *Safeguarding children* (Social Services Inspectorate et al, 2002),

## **OBJECTIVES AND TERMS OF REFERENCE**

- 1.8 The overall objectives of the Board are; to co-ordinate safeguarding and preventative work; to ensure the effectiveness of the work of each Board partner in relation to its safeguarding function; and to raise public awareness about Safeguarding and Responsibilities.
- 1.9 In order to assist the North Lincolnshire Safeguarding Children Board in discharging its responsibilities, it will as a minimum appoint to the following:
- Human Resources Action -group

- Training Action-group
  - Serious Cases Review Action-group
  - Policies and Procedures Action-group
  - Communication/community participation Action-group
  - The Common Assessment, Child in Need Action-group
  - The LAC Action-group
- 1.10 Other short life task groups may be established from time to time as required, for instance Sexual Exploitation; Domestic Violence; voluntary sector and faith groups.
- 1.11 The NL LSCB will aim to be responsible for hosting conferences annually - the purpose being:
- To raise awareness about the work of the NL LSCB
  - To engage with a wider audience than would be possible through the LSCB and its Action-group activity
- 1.11 The audiences for conferences will include the members of all partners, sub-committees and forums or representatives of any other groups or organizations as appropriate.

## **2.0 What do we want to achieve for children?**

- 2.1 All children deserve the opportunity to achieve their full potential. The NL LSCB's aim is to improve the well-being of children in the North Lincolnshire area, having due regard to the 5 outcomes identified in Every Child Matters, Change for Children Agenda :
- Be Healthy
  - Stay Safe
  - Enjoy and Achieve
  - Make a Positive Contribution
  - Achieve Economic Well-being

## **3.0 Membership**

- 3.1 The North Lincolnshire Local Safeguarding Children Board shall consist of consistent representatives from the following agencies and organisations:
- North Lincolnshire Council
  - North Lincolnshire Primary Care Trust
  - The Strategic Health Authority (area under review)
  - North Lincolnshire and Goole Acute Hospital Trust
  - Humberside Police

- The National Probation Service, Humberside
- CAF/CASS
- Connexions Humber
- Schools
- Further Education Colleges
- Other agencies and organisations decided as appropriate by LSCB

The North Lincolnshire LSCB may from time to time invite others to be represented on the board in an advisory capacity, for example:

- Designated Health Professionals
- Faith and voluntary groups
- Legal Services
- Humberside Fire and Rescue Service

#### **4.0 Representation**

- 4.1 All agencies should recognise the importance of securing effective co-operation by appointing officers and professionals of a sufficiently senior level as representatives to the North Lincolnshire Local Safeguarding Children Board.
- 4.2 Those members representing individual agencies should have access to sufficient knowledge of child protection and Child in Need to contribute to the work of the NLLSCB and have sufficient delegated authority to allow them to speak on their agency's behalf, make decisions to an agreed level without referral to their own agency, and commit resources to enable the NLLSCB to operate effectively.
- 4.3 In order to provide continuity and to enhance the working of the NL LSCB each voting member of the Board will nominate a single named deputy to 'act up' when necessary. Each deputy will have sufficient delegated authority to an agreed level without referral to their own agency, and commit resources to enable the NLLSCB to operate effectively. Each deputy will be afforded the same Board rights as the person they are deputizing for during the period in question.
- 4.4 The membership of the LSCB will be representative of those identified in Statutory Guidance, in Working Together To Safeguard Children (2006)
- 4.5 A Member on the LSCB may represent more than one partner agency as identified below:

<b>Member</b>	<b>Representing</b>
Service Director for Children, strategy and Partnership	Youth Offending Team

4.6 The LSCB will call upon the expertise as required of the Designated Doctor and Nurse, the Coronial Service, and appropriate other services as identified in Working Together To Safeguard Children (2006 p 86)

## **5.0 Accountability**

5.1 The above agencies are jointly responsible for the action of the North Lincolnshire LSCB.

5.2 North Lincolnshire Local Safeguarding Children Board members are accountable to the NLLSCB via their accountability to the agencies they represent.

5.3 Each constituent agency should contribute to the development and ownership of the policies, procedures and actions of the North Lincolnshire Local Safeguarding Children Board.

## **6.0 Responsibilities**

6.1 The NL LSCB will focus initially on Children in Need whose needs are not met due to compromised parenting via: the provision of statutory inter-agency leadership and governance at strategic operational and promotional level.

6.2 The specific functions of the NL LSCB laid out in Chapter 3 of 'Working Together to Safeguard Children' (2006) and in the statutory guidance on making arrangements under Section 11 of the Children Act 2004 are: The LSCB has a responsibility to carry out these functions:

- To develop policy and procedures for safeguarding and promoting the welfare of children in the area in relation to
  - 1) The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention
  - 2) Training of persons who work with children or in services affecting the safety and welfare of children
  - 3) Recruitment and supervision of persons who work with children
  - 4) Investigation of allegation concerning persons working with children
  - 5) Safety and welfare of children who are privately fostered
  - 6) Co-operation with neighboring children's services authorities and their Board partners
- To communicate to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising awareness of how this can best be done and encouraging them to do so.

- 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.
- To monitor and evaluate the effectiveness of what is done by the Local Authority and Partner agencies and the Board to safeguard and promote the welfare of children and advise them on ways of improving. This responsibility extends to the overseeing and co-ordination of the joint area review inspection in relation to safeguarding. Determination of annual and longer term performance indicators and targets. Establishing reporting arrangements.
- To audit the effectiveness of arrangements by Board partners within their own agency to safeguard children on the following areas:
  - 1) Policy and procedures
  - 2) Clear lines of accountability
  - 3) Involvement of families in the development of services
  - 4) Training
  - 5) Safe recruitment
  - 6) Inter-agency working strategically and at operational levels
  - 7) Information sharing protocols
  - 8) Work with individual children and their families adhere to principles laid out in appendix 2
  - 9) Integration of services around children.
- To participate in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account. The arrangements established will provide a mechanism for:
  - 1) Improving outcomes for children and their carers
  - 2) Delivering strategic national and local objectives for a modern service
  - 3) Securing long term service level agreements which foster strategic thinking and financial security
  - 4) Addressing key local issues and national priorities
  - 5) Balancing long and short term agendas
  - 6) Addressing issues of equity eg in access, provision
  - 7) Creating an environment conducive to service re-design
- To collate and analyse information about the deaths of all children in their area. To make sure that any lessons learnt have been understood and acted upon
- To undertake serious case reviews where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected and to put in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death of a child

- 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.
  - To encourage and help develop effective working relationships between different services and professional groups, based on trust and mutual understanding
  - To improve local ways of working through national and local experience and research.
- 6.3 The NL LSCB, will produce an annual programme of work and a three year business plan which will develop and keep under review joint working policies and procedures in all aspects of child protection work undertaken in the area.

## **7.0 Scrutiny**

### **Corporate Governance**

- 2.1 The Local Safeguarding Children Board has a clear duty to perform in accordance with the recognised principles of corporate governance outlined in CIPFA publication “Accountability A Framework for Public Services”. The LSCB is committed to the Nolan Committee Principles (see appendix 1).
- 2.2 The role of Elected Members in the LSCB is defined in Working Together To Safeguard Children (2006 p84) as a scrutiny function.
- 2.3 The LSCB will report the outcome of Serious Case Reviews to the Cabinet Member (CYPP) to ask them to note and endorse the action plan.
- 2.4 The LSCB will report on an annual basis to the CYPP Scrutiny and ask them to consider the LSCB’s Annual Review of the Strategic Plan. In addition CYPP Scrutiny retain the ability to request information from the LSCB as required.

## **8.0 Arrangements**

8.1 The Chief Executive will chair the NL LSCB and the Director of Children’s Services will act as deputy/vice chairperson.

8.2 The LSCB will be considered quorate when there is a minimum of 5 members ( not including the chair or vice chair) from a minimum of representation from three different agencies from:

- North Lincolnshire Council
- North Lincolnshire Primary Care Trust

- The Strategic Health Authority (area under review)
- North Lincolnshire and Goole Acute Hospital Trust
- Humberside Police
- The National Probation Service, Humberside
- CAFCASS
- Connexions Humber
- Humberside Fire and Rescue
- Doncaster and South Humber NHS Trust

8.3 The North Lincolnshire Safeguarding Children Board will schedule to meet at regular intervals and during the first year this will be bi-monthly. The Chair can agree the convening of extraordinary meetings when circumstances require and the frequency of either quarterly or bi-monthly meetings will be considered at the second annual business meeting.

8.4 Expert professional advice will be sought as and when required.

8.5 Where a response is needed, the North Lincolnshire LSCB will provide a coordinated response to media enquiries on behalf of its partner agencies.

## **9.0 Funding**

9.1 The constituent agencies of the North Lincolnshire LSCB will contribute annually to an agreed level of funding and resources required to accomplish the tasks of the Safeguarding Children Board.

9.2 It is the responsibility of each constituent agency of the North Lincolnshire LSCB to contribute financially so that the LSCB has an annual budget. Such a budget should reflect the cost of training on a multi-agency basis and enable the Board to execute its statutory functions.

9.3 The level of funding of each constituent agency should be agreed no later than January preceding the beginning of each financial year in question, at the annual business meeting.

## **10.0 Procedures**

10.1 The North Lincolnshire LSCB will produce a Safeguarding Procedures manual in line with the guidance contained in "Working Together To Safeguard Children" and it will be the responsibility of the LSCB to ensure these procedures are kept updated and made available on a web site.

10.2 The manual will contain inter-agency and agency procedures for Child Protection and Child in Need work in the North Lincolnshire area. It will be

prepared in a format agreed by the NL LSCB and will be reviewed annually. The manual should be accessible to all staff within constituent agencies and to independent practitioners in direct contact with children and families, including independent schools, day care centres and appropriate local voluntary organisations. A copy of the procedures will also be available to the public through libraries. A charge may be made to private organizations for this service, to cover printing and postage.

## **11.0 Complaints Procedure**

- 11.1 The North Lincolnshire LSCB will operate a complaints procedure aimed at resolving issues related to services provided under the NL LSCB authority.
- 11.2 The North Lincolnshire LSCB will adopt a written procedure and constitution that will be distributed to all partner and constituent agencies and made public to others involved in activities, work, advocacy or provision of services to children and families in North Lincolnshire.

## **12.0 Review of the Constitution and Terms of Reference**

- 12.1 This constitution and terms of reference will be reviewed annually at the LSCB annual business meeting. Amendments to the constitution can be made at any other time with the agreement of all NL LSCB members. Suggested amendments should be proposed as agenda items at bi-monthly or quarterly main executive NL LSCB meetings.
- 12.2 Constituent members, as set out in section 3.1 above, will make a signed commitment to the contents of the constitution and any amendments agreed.

## **APPENDIX 1**

### **PERSON SPECIFICATION FOR AGENCY REPRESENTATIVES**

In order for the LSCB to effectively carry out its work, as well as needing to be of sufficient seniority to speak on their agency's behalf and to be able to make decisions to an agreed level without referral to their own agency, agency representatives should possess a range of the following qualities:

#### **Accountability**

1. To be able to provide statutory interagency leadership and governance at a strategic, operational and promotional level.

#### **Organisational**

1. Members need to be able to represent their entire agency and not just the part they may have direct managerial control over or for which they have clinical responsibility.
2. Members should be of sufficient seniority or have access to officers of sufficient seniority to ensure appropriate resources can be committed and provided for child protection work in their agencies.

3. Members should be in a position to ensure implementation within their own agencies of policies and priorities agreed by the North Lincolnshire Safeguarding Children Board.
4. Members need to have the ability to influence the priority and policy setting of their own agencies.
5. Members need to be able to commit their time and appropriate agency resources to the work of the NL LSCB.

### **Professional**

1. Members need to have either: sufficient knowledge and experience of child protection issues within their agency to execute LSCB functions effectively; or they should have adequate access to agency professional advice and guidance on child protection matters.
2. Members need to have sufficient knowledge of other agencies.
3. Members need to have sufficient knowledge of appropriate legislation.
4. Members need sufficient clarity about statutory requirements and the role they fulfill as Safeguarding Children Board members.
5. Members should have sufficient knowledge and experience of committee work to enable them to successfully contribute to the work of the North Lincolnshire Safeguarding Children Board.

Organisations should only nominate individuals who can meet the above requirements and the LSCB should review membership accordingly as part of its own monitoring function.

## PRINCIPLES OF SAFEGUARDING CHILDREN

When safeguarding and promoting the welfare of individual children, the following are key features of an effective system. They should be taken into account, when each agency is carrying out its normal functions.

- Children and young people are listened to and what they have to say is taken seriously and acted upon in an appropriate manner;
- Interventions take place at an early point when difficulties or problems are identified;
- Where possible/practicable, the wishes and feelings of the particular child are obtained and taken into account when deciding on action to be undertaken in relation to him or her. Children and Families are communicated with using their preferred communication method or language;
- Racial heritage, language, religion, faith and disability are taken into account when working with a child and their family;
- Assessments of children and families are consistent with the Framework for the Assessment of Children in Need and their Families (2000) and professionals contribute to subsequent plans, interventions and reviews in accordance with requirements in relevant regulations and guidance;
- Relevant services are provided to respond to the identified needs of children and to support parents/carers in effectively undertaking their parenting roles. This may require referral to a colleague within the agency or to another agency to obtain the services. Where a particular service is not available or there is a delay in it being available, alternative services should be provided where possible to ensure the child's welfare is safeguarded;
- Where a number of professionals are involved in supporting a child and their family, a co-ordinated approach to meeting their needs should be developed. In these cases, it will be appropriate for one practitioner among those involved to take on a lead role in co-ordinating the support. This role is known as "**lead professional**";
- Work with each child and family focuses on improving outcomes for each child;
- There is effective supervision and monitoring of work with individual children and their families and where necessary professional consultation is made available and used accordingly;

- Quality records are kept and information is appropriately shared on all work with individual children and their families in accordance with agency requirements;
- IT systems for recording information support effective work with children and their families, and have the capacity to aggregate information for strategic planning and management purposes.
- For employees involved with children and families, recruitment and selection procedures and policies in each constituent agency are compliant with North Lincolnshire LSCB policies, legislation and guidance.
- Lessons learned from local and national reviews, from both good practice and mistakes, are incorporated into practice and where appropriate monitored to ensure that outcomes for children are improved from learning.