



HYCPSP

Safeguarding Practice Group (SPG)

TERMS OF REFERENCE

1. Purpose

The group will have senior officer representation across the three safeguarding partner organisations and other selected relevant agencies. The group will be responsible for co-ordinating the outcomes of scrutiny and assurance activity and will review, monitor and implement areas for development to ensure we positively impact on our commitment towards continuous improvements to front line practice.

Task and Finish groups may be developed to undertake specific pieces of work and will report findings back to the SPG for decisions to be made on how to proceed with recommendations and findings.

2. Membership

The three safeguarding partners will rotate the chair on an annual basis. During the first year this group will be chaired by the Deputy Chief Nurse/Children's Clinical Lead, NHS Halton CCG. A Deputy Chair will be identified and fulfil the role of the Chair in the Chair's absence.

Membership will include representatives from:

1. Police
2. Education
3. Adults and Children's CSC
4. Commissioning (LA, CCG, PH)
5. YOS
6. Public Health
7. Multi-agency Safeguarding Unit
8. CCG Chief Nurse
9. Designated Doctor
10. Designated nurse
11. HCYPSP Head of Safeguarding

In order for the meeting to proceed there must be representation from:

1. CSC
2. Police
3. CCG

Each agency will be responsible for nominating a suitable deputy, ensuring that they are fully briefed, have access to the agenda and are able to report on areas/actions as required.

3. Key Responsibilities

- To conduct any safeguarding practice learning reviews and disseminate learning from these and other local/national child safeguarding practice reviews, other national reports and research.
- For serious child safeguarding cases, oversee the rapid review meeting to be made up of safeguarding partner representatives and facilitated by a member of the Multi-Agency Safeguarding Unit.
- For any serious child safeguarding practice review, oversee the process, develop and monitor the action plan until completion.
- Scrutinise the quarterly reporting from strategic partners, utilise the data to inform areas of development and identifying good practice, ensuring the strategic direction and targets of the HCYPSP are progressed.
- To explore themes identified both locally and nationally for initiatives implemented to drive practice and improve outcomes for children.
- To mobilise the Critical Incident Panel (CIP) when required, identifying the chair and membership for any SCR/PLR required. The Group will meet within 5 working days of the referral being received and will need the three key agencies identified above in order to be quorate.
- To utilise the quarterly reporting from Training officer to ensure that the partnership is appropriately engaging in multi-agency training in order to develop their workforce.
- To facilitate communication with the national Child Safeguarding Practice Review Panel, Ofsted and the Secretary of State, Department for Education.
- To consider data information on a quarterly basis with alternative meetings being utilised to develop practice.
- To utilise the performance reports, outcomes from audits, and learning from serious child safeguarding practice reviews, SCR's and PLR's to determine the priorities of business, individual pieces of work required and to scrutinise and challenge partners along with ensuring that commissioned services are targeted and performing appropriately.

5. Frequency of Meetings

6-weekly basis - agendas and supporting papers will be circulated 5 days before the meeting.

6. Attendance/Substitutes

All members should endeavour to attend all meetings, apologies should be sent to the Chair in advance of the meeting.

Named alternates from each organisation should be kept appropriately briefed and carry suitable authority to participate in the business of the meeting, including making

decisions that is able to attend meetings in place of the main representative where necessary.

All members will prepare for meetings by reading through agenda and supporting papers and preparing written reports as appropriate. Members of the Sub Group will be responsible for ensuring:

- Their own agencies are informed of, and fully involved in, the work of the Sub Group;
- Information is disseminated within own sector/agency/department/team and other partners as relevant;
- Active participation in agenda and discussion, bringing issues to and from their own area of responsibility;
- They liaise and work with senior managers in their own sector/agency/areas of responsibility to ensure ownership of Sub Group agenda
- Actions are undertaken as agreed by the appropriate meeting date;
- If a member cannot attend, their representative will provide an update on their actions.

If a nominated member of the Sub Group is unable to attend, then a representative should attend in their place. The nominated member should inform the Multi-agency Safeguarding Unit and ensure that their designated representative has been briefed and provided with the relevant papers.

Accountability

This group reports to the Safeguarding Executive Group, the chair of the SPG will attend the Safeguarding Executive Group and when required will attend the HCYPSP.

The group will **receive**;

- Summary reports on audit activity undertaken by each organisation
- Quarterly performance reports from partner agencies
- Quarterly training officer reports
- Quarterly quality assurance reports
- 6 Monthly LADO report
- Annual private fostering report
- Annual Looked after Children health report
- Themed Task And Finish Group reports

Reports will be co-ordinated by the agency representative on the group and it may be appropriate in some instances to have the author of the report attend the group to present the information.

Month/Year Approved: June 2019