



WESTERN BAY SAFEGUARDING CHILDREN BOARD

TERMS OF REFERENCE

Reviewed May 2014

1. CONTEXT

Each Safeguarding Children Board is a statutory body, and is part of a wider strategy for safeguarding and promoting the welfare of children, the duty under Children Act 2004 ((s) 28) with which all children's services authorities and their partner agencies are charged. The Social Services and Wellbeing (Wales) Act 2014 will be implemented fully by 2016 and sets out expectations for regional Safeguarding Board arrangements across Local Authority areas to improve sustainability within the wider Health Board footprint. The Western Bay Safeguarding Children Board has been developed to build safeguarding arrangements across the Swansea, Neath Port Talbot and Bridgend local authority areas in response to requirements from Welsh Government and in preparation of the implementation of the Act.

2. COMMITMENT AND VALUES

Western Bay Safeguarding Children Board is committed to the UNCRC and believes in the 7 Core Aims for all children and young people which state that they should:

- have a flying start in life
- have a comprehensive range of education, training and learning opportunities
- have the best possible health, free from abuse, victimisation and exploitation
- have access to play, leisure, sporting and cultural activities
- be treated with respect and have their race and cultural identity recognised
- have a safe home and community that supports physical and emotional wellbeing
- not be disadvantaged by poverty

Western Bay Safeguarding Children Board is committed to working to relevant legislation whilst ensuring the circumstances of children, young people and their families are appropriately considered locally across Swansea, Neath Port Talbot and Bridgend.

Western Bay Safeguarding Children Board (WBSCB) will focus on its statutory role to protect those children who are suffering, or at risk of suffering significant harm whilst playing a key role, along with other partnerships, in contributing to the broader agenda of the wellbeing and safeguarding of children.

WBSCB will be committed to the objectives required of all Safeguarding Children Boards established under Section 28 and 31 of the Children Act (2004) which include:

- That key people and bodies make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.
- 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 by which it is established; and
- To ensure the effectiveness of what is done by each such person or body for those purposes.

3. PRINCIPLES TO GUIDE ACTIONS AND BEHAVIOURS

The WBSCB will use the following guide when undertaking its roles and functions:

- Foster a relationship of mutual trust and understanding amongst the persons or bodies represented on the Board in relation to safeguarding and promoting the welfare of children across Swansea, Neath Port Talbot and Bridgend.
- Co-operate with other Boards and any similar bodies where the Board considers it would be of mutual benefit;
- Seek advice or information where the Board considers that to be desirable for the purpose of any of its functions;
- Clarify the roles and responsibilities of members ensuring adequate representation from agencies and local areas in meetings and a commitment to sharing the workload;
- Create an environment where members are able to professionally challenge and be challenged on their work as a board member;
- Be reflective and self-evaluative;
- Be efficient by avoiding duplication and reducing bureaucracy;
- To adopt national guidance where possible to reduce local differences;
- Focus attention on those aspects where most improvement needed;
- Use a range of methods (newsletters, website etc) to ensure effective communication with a range of audiences eg. General public, practitioners, children and young people;
- Recognise and build on the safeguarding responsibilities of member organisations;

4. FUNCTIONS

Safeguarding Children: Working Together Under the children Act 2004 (4.19) identifies the specific functions of LSCBs. Western Bay Safeguarding Children Board is committed to performing these functions whilst considering the local circumstances of children and young people in the local authority areas of Swansea, Neath Port Talbot and Bridgend. The core functions are:

1. To raise awareness throughout the Western Bay region of the need to safeguarding and promote the welfare of children and to provide information about how this might be achieved.
2. To disseminate information about best practice in safeguarding and promoting the welfare of children.
3. To develop procedures to strategically coordinate what is done by each representative body for the purposes of safeguarding and promoting the welfare of children within the Western Bay Region including procedures in relation to information sharing.
4. To consult with children and young people to ensure that their views in relation to their safety and well being influence the priorities of the Board.
5. Through annual Section 28 Audit and governance structures, review the efficacy of the measures taken by each person or body represented on the Board to coordinate what they do, for the purposes of safeguarding and promoting the welfare of children within the Western Bay Region and to make whatever

recommendations it sees fit to those persons or bodies in light of such a review in order to improve outcomes for children.

6. Through professional challenge¹, hold agencies to account² in relation to their section 28 responsibilities through annual audit and the monitoring of individual agency performance.
7. To undertake Child Practice Reviews to identify learning and service improvements for the outcomes of children.
8. To monitor the extent to which any recommendations made in a review under the preceding three bullet points are being or have been met.
9. To develop the criteria for measuring performance and outcomes for children throughout the Western Bay region in relation to safeguarding and promoting the welfare of children and young people;
10. To undertake, support or commission research into safeguarding and promoting the welfare of children;
11. To identify and ensure the delivery of multi agency training needs of those working in the Western Bay Region to assist in safeguarding and promoting the welfare of children;
12. To participate or identify independent senior managers to contribute to Child Protection Conference Appeals panels when requested to do so in accordance with All Wales Child Protection Procedures (Chapter 5.2.1)

5. WBSCB STRUCTURE

5.1 WBSCB Membership

Membership of the Board consists of the Lead professionals from the agencies outlined in the Childrens Act (2004). Individually members are responsible for ensuring that effective and appropriate two way communication processes are in place for dissemination within their organisation, service area or across area they are representing as a Board member.

If unable to attend, members must ensure that their designated deputy attends on their behalf. Designated Deputies should be identified at the beginning of membership and hold sufficient position to act and make decisions on behalf of the Member / organisation.

Membership of the WBSCB, its Management Groups and corresponding members can be found in

¹ Professional Challenge - The responsibility to inquire in a respectful, constructive manner as to the practices of partner agencies and the Board, which is received positively and answered honestly to assist practice and improve the lives of children and young people.

² Holding to Account - When there has been identified issues in professional or organisational standards which are set out in national guidance (or gaps in statutory expectations), Western Bay Safeguarding Children Board will require assurances in the delivery of actions and a plan with regular review.

Appendix 1

5.2 WBSCB Management Groups

In order to effectively achieve the WBSCB statutory functions and requirements of its core business and that of the business action plan the following management groups have been established:

- a) Policy, Procedure and Practice Management Group
- b) Strategic Training Management Group
- c) Quality Assurance Management Group
- d) Child Practice Review Management Group
- e) Communication and Engagement Management Task & Finish Group

These Management Groups will be chaired by a member of the WBSCB Core Membership and will also be held accountable for delivering the Management Group's work plans. In the event that the Chair of a Management Group is not a member of the WBSCB they will become a core member by virtue of their role as Chair of a Management Group.

The membership of the Management Groups and their subsidiary task and finish groups will comprise of personnel within organisations that have the skills and/or expert knowledge to support the overall objective and outcomes of the Management Groups.

Each Management Group will have its own Terms of Reference approved by the WBSCB Core Membership.

A diagram of the WBSCB structure and inter-relationships is provided in **Appendix 2**

6. BUSINESS PLAN

The WBSCB will devise a business action plan to deliver on its key objectives which also complements the objectives within each Local Authority Children's Services Business Plans and the areas attributed to Children and Young People with each LA single integrated plan. The business plan will set objectives to meet its strategic priorities and direct the management group work plans in their objectives. The Management Group work plans will be developed to undertake the Board's core functions and key objectives, be measurable and be monitored and reviewed by the board through regular highlight reports.

7. FINANCE

The Children Act 2004 clearly states that in order to function effectively LSCBs need to be supported with adequate and reliable resources.

Statutory partners as set out in Section 33 of the Children Act 2004 Western Bay Safeguarding Children Board may:

- Make payments towards expenditure incurred by, or for the purposes connected with WBSCB, either directly, or by contributing to a fund out of which payments may be made;
- Provide staff, goods, services, accommodation or other resources for purposes connected with WBSCB.

Other organisations may make contributions, which will vary to reflect their own resources and local circumstances.

It is acknowledged that whilst the Board requires the commitment of both types of resources an annual budget is central to its operation. Therefore a pooled budget will be agreed and reviewed in advance of each new financial year, managed by the Board's Strategic Business Development Manager.

Where guidance is available in respect of resource commitments it will be considered by the Board in the context of local and regional circumstances.

8. METHODS OF WORKING

A rotational Chair will be appointed and will fulfil the criteria of chairing described in Safeguarding Children: Working Together Under the Children Act 2004 (p123). The tenure of the Chair will be 2 years.

A Vice Chair will also be appointed from a different member organisation on the Board. The Vice Chair will work closely with the Chair and will take on the role at the end of tenure.

The WBSCB will be managed and supported by a dedicated Business Management Unit consisting of a full time Strategic Business & Development Manager, Strategic Business Development Coordinator and Secretary/Administrator.

8.1 Agenda and Reports

Board meetings will be held bi monthly. Where possible the venue for meetings will be held central within the Western Bay Region. Dates and venues will be identified and circulated annually.

Agendas will be planned in advance by the Chair and Strategic Business & Development Manager. Any member of WBSCB can request items to be placed on the agenda of a Board meeting by submitting a written report at least two working weeks before the meeting.

Agendas and report will be circulated one week prior to the meeting.

8.2 Minutes

Minutes will be taken of all Board meetings and actions arising from Board meetings will be circulated within two weeks. Management Group meetings will be recorded using action log methodology against the structured work plans to assist highlight reporting.

8.3 Quoracy/Attendance

The Board requires all statutory agencies to be represented for the meeting to be quorate. Meetings which are considered not to be quorate will be cancelled. Attendance by members and their deputies will be monitored and the Chair of WBSCB will bring issues of attendance to the attention of the chief officer of the relevant agency if considered appropriate by the Board.

9. GOVERNANCE AND ACCOUNTABILITY

Local Authorities currently hold responsibility under s13 (1) of the children Act (2004) to establish a Safeguarding Board for their area. The Social Services and Wellbeing (Wales) Act 2014 will issue guidance and definitions for regional safeguarding Boards where there is more than one local authority area. The guidance will include roles and responsibilities for the “lead” authority and its partners. Western Bay Safeguarding Children Board is being established in accordance with this and should be continually reviewed until the Act becomes law in 2016.

Each local authority will identify a body or representative member with responsibility for local oversight and engagement which can be held to account by the WBSCB.

The WBSCB will agree processes for and will monitor its progress and performance through a range of mechanisms including:

- Regular reporting to the each Local Authority LSB or equivalent Executive Board including issues in need of resolution at a higher/ local level
- Local Authority and other partner scrutiny arrangements
- Regular status reports
- Performance Framework
- Business Planning
- Undergoing an annual self audit using the All Wales LSCB Self Assessment & Improvement Tool
- Section 28 responsibilities audit

The WBSCB will coordinate effectiveness of organisations work to safeguard and promote the welfare of children however it is not accountable for their operational work. Therefore each board partner retains their existing lines of accountability for safeguarding and promoting the welfare for children by their services.

Board Partners will be responsible for ensuring that the named individual for their service is appointed and that appropriate mechanisms for communicating the work of the Board is effectively and appropriately disseminated.

Board members will be required to bring to the attention of the Board, any planned or unplanned inspections into safeguarding arrangements within their organisations and share with the Board the outcomes of these inspections.

As part of their membership WBSCB members and representatives agree to:

- Abide by the Board Terms of Reference
- Commit to the role of WBSCB member by adhering and signing the agreed Member Job Description/role profile
- Attend and actively participate in all relevant Board meetings
- Listen, value and respect other opinions and expertise
- Contribute to appropriate professional challenge

- Be prepared to critically challenge and test assumptions and proposals to ensure sound decision-making occurs.
- Contribute to the ongoing development of the WBSCB through commitment to participate in training and planning events.
- Support the Management Groups and wider partnerships, participating and contributing to their ongoing training, development and planning.
- Be accountable for leading, implementing or influencing WBSCB policies and protocols within their agency
- Ensure agency resourcing and contribution to resourcing is adequate and appropriate.
- Ensure strategic agency issues are brought to the attention of the Board.
- Maintain a clear focus on the safeguarding needs of children.
- Meet deadlines as agreed by the WBSCB.
- Contribute to the Board business plan.
- Agree any response to media enquiries with constituent agencies as appropriate.
- Declare a conflict of interest at any time this may arise.

Each Agency will be responsible for monitoring the performance of its own representative(s) and must have procedures for considering reports from its representatives in order to identify any action necessary by the agency or WBSCB.

The WBSCB is also aware that it may be required to provide information to the Welsh Government on children's safeguarding matters from time to time³.

10. REVIEW OF ARRANGEMENTS

The WBSCB Terms of Reference will be reviewed at least annually in alignment with the Welsh Government Self Assessment and Improvement Tool standards.

APPENDIX 1 - WBSCB Members and Representatives

Core WB SCB Members

| Organisation | Post | Name | Area of Responsibility |
|---------------------|--|-------------|-------------------------------|
| NPTCBC | Director of Social Services Health & Housing | Nick Jarman | Chairman |

³ Welsh Assembly Government, Safeguarding Children: Working Together Under the Children Act 2004, p122.

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| South Wales Police | Superintendent | Simon Belcher | South Wales Police representative/Vice Chair |
| National Probation Service | Assistant Chief Executive | Eirian Evans | Probation Service representative |
| Children's Safeguarding Services Public Health Wales | Designated Nurse Child Protection and Looked After Children | Daphne Rose | Public Health Wales and Child Practice Review management Group representative |
| Children's Safeguarding Services Public Health Wales | Designated Doctor Child Protection and Looked After Children | Lorna Price | Public Health Wales representative |
| NSPCC | Services Manager | Karen Burrows | Voluntary sector representative |
| Barnardo's | Strategic Manager | Sarah Bowen | Voluntary sector representative |
| CVS | NPT CVS | Jill Harding | Local Voluntary Sector representative across WB |
| Youth Offending Service | Youth Offending Services Manager | Caroline Dyer | Swansea, NPT and Bridgend Youth Offending services |
| Prison Service | Senior Manager Parc HMPYOI | Robert Bevan | Person and youth offending services Swansea, NPT and Bridgend |
| Bridgend Local Authority | Director of Social Services & Lead Director for CYP | Susan Cooper | Local Authority representative Bridgend CBC |
| Bridgend County Borough Council | Head of Children's Services | Colin Turner | Children's Services Representative Bridgend CBC |
| Bridgend County Borough Council | Director of Children's services | Deborah McMillen | Local Authority representative BCBC |
| NPT County Borough Council | Lead Director Children & Young People | Aled Evans | Local Authority representative NPTCBC |
| NPT County Borough Council | Head of Children and young people's services | Andrew Jarrett | Children's Services Representative NPTCBC |

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| City & County of Swansea | Chief Officer Social Services | Deborah Driffield | Local Authority representative CCOS |
| City & County of Swansea | Chief Officer Education | Arwyn Thomas | Local Authority representative CCOS |
| City & County of Swansea | Head of Child and Family Services | Dave Howes | Children's Services representative CCOS |
| ABMUHB | Assistant Nurse Director | Nicola Williams (Cathy Dowling as interim) | Health Board representative |
| ABMUHB | Assistant Medical Director Primary Care | Dr Jo Parker | Health Board Representative – Primary Care |
| ABMUHB | Head of Mental Health Nursing | Grace Sansom | Health Board Representative – Mental Health |
| Welsh Ambulance Service Trust | Named Professional Safeguarding Children | Ian Smith | WAST representative |
| Swansea Domestic Abuse Forum | Domestic Abuse Coordinator | Ali Morris | Domestic Abuse Forum: Swansea, NPT and Bridgend |
| City & County of Swansea | Principal Officer Staff Development and Training | Hywel Jones | Strategic Training Management Group representative |
| NPT County Borough Council | Principal Officer Quality, Performance and Safeguarding | Laura Kinsey | Audit and Review Management Group representative |

APPENDIX 2

**Western Bay SAFEGUARDING CHILDREN BOARD
STRUCTURE**

