

Medway Safeguarding Children Board

CONSTITUTION

March 2007

1. Introduction

- 1.1 Medway Safeguarding Children Board was established in April 2006 following the requirements of the Children Act 2004 and associated guidance. It replaced the local Area Child Protection Committee and widened its role and purpose to address all matters relating to the safety and welfare of children and young people living in or visiting the Medway area.
- 1.2 The overarching aim of the MSCB is to ensure that Medway is a safe environment for children and young people
- 1.3 The agencies and organisations represented on the MSCB share a statutory commitment under the Children Act 2004 to co-operate and work together to safeguard and promote the well-being of children. Each Board member will contribute to future strategic direction and ensure implementation of both Working Together Guidance and Standard 5 of the National Service Framework. Included within this is the responsibility for co-ordinating local agencies' arrangements and a collective responsibility for ensuring that all agencies working with children in Medway undertake their safeguarding duties and responsibilities by:
 - Focusing agency activity on delivering improved outcomes for children in the priorities outlined in the Children & Young People's Plan, the JAR Action Plan and the Local Area Review..
 - Ensuring the delivery of safeguarding arrangements through the implementation of the MSCB Business Plan.

2 Objectives and Functions

- 2.1 Working Together 2006 states that the Local Safeguarding Children Board (LSCB) has two key objectives:
 - To co-ordinate local work to safeguard and promote the welfare of children
 - To ensure the effectiveness of that work.

(Working Together 2006 para 3.7)
- 2.2 In undertaking these key objectives the Board will ensure that
 - Policies and procedures for safeguarding and promoting the welfare of children in the area are developed. Including:
 - setting out thresholds for service provision for children and young people
 - ensuring training is provided to meet local need
 - recruitment, selection and supervision

- investigating allegations against those working with children,
 - ensure the safety and welfare of children who are privately fostered,
 - co-operate with neighbouring authorities
- The need to safeguard children and young people is effectively communicated and that the issue of raising public awareness is effectively addressed
 - All agencies involved in the welfare of children and young people participate in the planning and commissioning of services
 - The effectiveness of Board partners individually and collectively are monitored and evaluated
 - Procedures to ensure a co-ordinated response to unexpected child deaths are developed
 - Information about child deaths is properly collected and evaluated
 - Serious Case Reviews are undertaken in line with the requirements of legislation and guidance

(Working Together 2006 para 3.18-3.41)

3. Core Values

3.1 The MSCB Core Values reflect the principles, standards and objectives laid out in the Children and Young Persons Plan and adopted by the Medway's Children and Young People's Strategic Partnership, in the light of national legislation and guidance. These include:

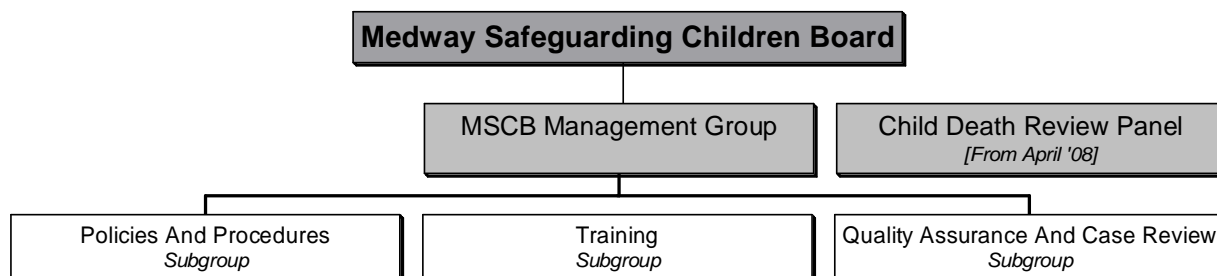
- Every child or young person is a unique individual, who has something to offer to the community
- The welfare of the child will always be the first priority of the MSCB and its constituent agencies
- The views of children, young people and their families will be actively sought, listened to and taken into account
- The Board will endeavour to offer the best possible protection to children from all forms of harm, abuse or exploitation
- Services provided to families will aim to help them minimise the risk of any such harm to their children
- Children are best cared for within their own families, unless this would be harmful to them
- The most effective planning for children is undertaken in partnership with families, and closely co-ordinated between agencies
- Agencies will work together, in a spirit of partnership and collaboration, at both strategic and practice levels, to deliver the best possible service to children and families. This will include a commitment to information sharing protocols at both strategic and operational level to ensure that multi agency engagement with children and young people can be shared in their interests.

- Children, young people and their families will not be discriminated against because of ethnic origin, race, gender, disability, religion, sexual orientation or any other attribute. Every agency must be actively committed to equality of opportunity and combating discrimination
- Services for children and families should aspire to reach the highest standards, with a process of continuous development and improvement
- Services provided by the constituent agencies of the MSCB will be monitored and regularly reviewed by the Board. Improvements will be sought where the quality and standard of service provided is either below the level required or cause a matter of concern

4. Board Structure

- 4.1 The MSCB is the strategic group that ensures that the safeguarding objectives are coordinated, monitored and effective. It comprises of senior strategic managers (eg Director or Assistant Director level) of the agencies that make up the Board. It is the key group that whilst operating in the context of the local children's trust arrangements and developing a strong relationship with the wider strategic partnerships within Medway, has a unique statutory role in safeguarding and promoting the welfare of children.
- 4.2 The MSCB is supported by a Management Group and three subgroups:
- **Policy and Procedures subgroup,**
 - **Training Subgroup and**
 - **Quality Assurance And Case Review subgroup .**
- 4.3 The Board and its associated Groups and subgroups is administered by the MSCB Administrator and supported by the MSCB Manager.
- 4.4 The approved structure is shown diagrammatically below:

MEDWAY SAFEGUARDING CHILDREN BOARD ORGANISATIONAL CHART



5 Statutory Core Membership

5.1 Appropriate Senior Strategic representation from:

- Medway Council Children's Care Directorate
- Medway Council Adult Services
- Kent Police
- Medway Youth Offending Service
- National Probation Service - Kent
- Connexions Partnership Kent & Medway Ltd
- Medway Primary Care Trust
- Kent And Medway NHS and Social Care Partnership Trust
- Medway Acute NHS Trust
- Strategic Health Authority
- Children and Family Courts Advisory and Support Service (CAFCASS)
- HMP Cookham Wood
- Medway Secure Training Centre

5.2 Additional Membership on Board:

- CPS
- Medway CVS
- Primary School representative
- Secondary School representative

5.3 Organisations on the Board must also be represented on the sub-groups.

6 Governance and Accountability

6.1 *"It is important that, whilst operating in the context of a children's trust and developing a strong working relationship with the wider*

strategic partnerships within a local authority area, LSCB's exercise their unique statutory role effectively. They must be able to form a view of the quality of local activity, to challenge organisations as necessary, and to speak with an independent voice. To ensure that this is possible LSCB's must have a clear and distinct identity within local government children's trust governance arrangements. They should not be an operational sub committee of the children's trust board." **(Working Together to Safeguard Children 2006 para 3.48)**

- 6.2 The Independent Chair of the MSCB will be appointed by the Local Authority in consultation with the MSCB. The Chair is accountable to the Director of Children's Services.
- 6.3 Where it is found that a board member/ partner agency is not performing effectively in safeguarding and promoting the welfare of children, and the MSCB does not believe that that any planned action to improve performance will be adequate, the MSCB Chair must inform those individuals and agencies that need to be aware of the failing and may be able to take action. The lack of compliance may have to be reported to the relevant Inspectorate.

7. Functions

- 7.1 a) To develop policies and procedures for safeguarding and promoting the welfare of children in Medway in relation to,
- Action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention.
 - Training of people working with children or who are in services affecting the safety and welfare of children.
 - Recruitment and supervision of people who work with children.
 - Investigations of allegations concerning persons who work with children.
 - The safety and welfare of children who are privately fostered within the Medway area.
 - Co-operation with neighbouring children services authorities and their LSCB members.
- b) To communicate to the general public and to agencies within Medway, the need to safeguard and promote the welfare of children, and to raise awareness of how best to do this.
- c) To monitor and evaluate the effectiveness of what is done by Medway and all Board partners individually and collectively to safeguard and promote the welfare of children, and to advise them on ways to improve.
- d) To participate in the planning of services within the local authority.

- e) To undertake reviews of serious cases.
- f) From the 1st of April 2006 Medway Safeguarding Children Board will have to follow functions in relation to the deaths of any child normally resident in the Medway area:-
 - o Collecting and analysing information about each death with a view to identifying, any matters of concern affecting the safety and welfare of children in Medway.
 - o Putting in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partner's and any other relevant persons to an unexpected death.

7.2 The MSCB may also engage in any other activities that facilitate or are conducive to, the achievement of its objective.

8 Budget

8.1 The MSCB will have a pooled budget made up of contributions from the partner agencies. The membership organisations' shared responsibility for the discharge of the MSCB's functions includes shared responsibility for determining how the necessary resources are to be provided to support it.

8.2 Medway Council will hold the MSCB budget on its behalf. The annual budget for the Board's activities will cover the period from 1st April – 31st March and will be presented to the Board for approval between October and December each year. The MSCB Manager will produce a budget report which will include:

- A financial statement for the preceding year's activity
- A projection for the current years activity
- An outline of spending proposals for the next financial year

8.3 Any underspend on the MSCB pooled budget will be carried over to the next financial year.

9 Planning

9.1 Medway authority is required to produce a Children and Young People's Plan (CYPP), which is a shared strategy between all agencies to improve children's services. The MSCB's activities will influence that CYPP.

10 Standards of Operation

- MSCB will meet at least quarterly.
- The MSCB will create an annual business plan and an annual report.

- Agendas and supporting papers will be circulated at least 5 working days in advance of the meeting.
- The MSCB will review its terms of reference on an annual basis.
- The MSCB will hold an Annual Conference.

11 Terms of Reference for the MSCB Management Group and associated Subgroups

11.1.1 The principal task of the MSCB Management Group is to apportion and monitor the work of the MSCB subgroups and review the Board's expenditure.

11.1.2 The Management Group is also responsible for:

- Managing the business within the LSCB work programme
- Overseeing the development of policy and procedure in line with current, new or revised, legislation and guidance
- Directing the undertaking of an audit of member agencies' compliance with responsibilities for safeguarding under s11 Children Act 2004
- Directing, supporting and monitoring the work of the various subgroups
- Reporting to the Board on progress, development opportunities and areas requiring additional attention.
- Keeping the broader community informed of safeguarding initiatives and practice through various media through the creation of a communications strategy
- Participating in the planning and commissioning of local children's services
- Reviewing and drafting the annual MSCB Business Plan
- Establishing the strategic and operation priorities of the MSCB

11.1.3 It comprises tier 2 and 3 managers of partner agencies, with a strategic role and responsibility in relation to safeguarding and promoting welfare of children in their agency service. The Independent LSCB Chair chairs the Management Group.

11.1.4 The Management Group is made up of Senior Representatives of:

Medway Council Community Services

Housing Services, Leisure Services, Adult Safeguarding Services

Medway Council's Children's Services Directorate

Safeguarding Services, Medway Youth Offending Team, Medway Youth Service

The Domestic Violence Forum

FE College/training providers

Kent Police

Local Prison Services

Kent Fire and Rescue Service

Kent Ambulance Service

PCT and Trusts <i>Designated Nurse/Health Visitor, Designated Doctor</i>	Voluntary Sector Representative MAPPA
Child and Adolescent Mental Health Services	Ethnic Minority Forum
Faith Community Representative	Mental Health Partnership trust
Head teacher representatives: <i>Pupil Referral Unit, Primary, Secondary phase and Special schools</i>	NSPCC

11.2 Timescales

11.2.1 The Management Group will meet every 6 weeks and minutes of its meetings will be agreed and signed off at the meetings of the Full Board.

11.3 Terms of Reference for the Policy and Procedures Sub group

11.3.1 The Policy and Procedures Sub group will lead on the development of the following Key functions:

- Review and develop policies and procedures to bring them into line with Working Together 2006 (in relation to safeguarding, recruitment and supervision, investigation of allegations concerning persons working with children, private fostering, co-operation with neighbouring children's services authorities) in conjunction with Kent Safeguarding Children Board
- Consult with partner agencies in respect to their input and contribution to relevant section which are reviewed and developed
- Identifying key statistical and trend information collate and report to Board as appropriate.

11.3.2 This sub group will comprise representatives from senior strategic and operational staff from:

Medway Council Children's Care Department

*Children's Safeguarding Officer,
Head of Service's, Team Manager
from CP Services, School
Attendance Officer. Youth Offending
Service*

PCT/ Trusts

*Designated/Named Nurse, Health
Visitor, Strategic Officers Designated
Doctor*

Kent Police

Officer from SIU.

Adult Social and Health Services

Child and Adolescent Mental Health Services

DV Co-ordinator

NSPCC

Kent Probation

11.4 Terms of reference for the Quality Assurance And Case Review Group

11.4.1 The **MSCB Quality Assurance and Case Review Subgroup** is the forum which will ascertain whether a case which has been referred for review by a professional (according to guidelines in Chapter 8 of Working Together 2006) meets the threshold for review by the Serious Case Review Panel. Members of the Quality Assurance and Case Review Subgroup (QACR) may join to form the Serious Case Review Panel involving a core membership of:

- LA Children's Social care
- Health
- Education
- Police

11.4.2 The **MSCB Serious Case Review Panel** is responsible under regulation five of the Local Safeguarding Children Board Regulations 2005 for undertaking reviews of serious cases. The purpose of the Serious Case Review is to:

- Establish whether there are lessons to be learned from the case about the way in which local professionals and organisations work together to safeguard and promote the welfare of children;
- Identify clearly what those lessons are, how they will be acted upon, and what is expected to change as a result; and
- as a consequence, to improve interagency working and better safeguard and promote the welfare of children.

(Working Together 2006 para 8.3)

11.4.3 Separate guidance relating to procedures for Serious Case Reviews may be found on the MSCB website.

11.4.4 The QACR Subgroup will also lead on the development of key functions such as:

- Commissioning of small work groups/SCR Panel to undertake serious case reviews as and when required and as stipulated in Chapter 8 of Working Together 2006.
- To undertake reviews of cases that do not meet the criteria for a SCR but where a child has suffered significant harm and the case gives rise to concerns about inter-agency working to safeguard children. These will follow the same procedures as a SCR, except in relation to informing the DfES
- Disseminating lessons to be learned from SCRs in conjunction with the Training subgroup
- Disseminating lessons to be learned from other case reviews that are undertaken by the Subgroup in conjunction with the Training subgroup
- Ensuring action plans are implemented by all member agencies and reviewed by the LSCB 6 monthly
- Co-ordinating the audit of actions undertaken by the MSCB constituent agencies individually and collectively, with respect to the recommendations and action plans of Serious Case reviews
- Functions relating to child deaths (as of April 2008)
- Drafting an audit calendar in relation to priorities identified by the MSCB
- Co-ordinating audits, as determined by the MSCB, of inter-agency processes and actions to safeguard children and promote their welfare.
- Monitoring audits of agencies to ensure compliance with MSCB Policies and procedures
- Making recommendations for multi-agency training based on the outcomes of audits and directing the Policy and Procedure subgroup accordingly if a need for new policies and procedures is identified
- Overseeing the processes which ensure the safety and welfare of children who are privately fostered
- Considering complaints and representations in respect of Child Protection processes in accordance with MSCB Child Protection procedures.

11.4.5 This sub group will comprise representatives from senior strategic and operational staff from:

Medway Council Children's Care Department
Safeguarding Manager, Principal EWO, Quality Assurance Manager

PCT/ Trusts
Designated/Named Nurse, Health Visitor, Designated Doctor

Medway STC

HMP Cookham Wood

NSPCC

Kent Police
Officers from SIU and SCR team.

Adult Social and Health Services

Child and Adolescent Mental Health Services

DV Co-ordinator

Kent Probation

Schools

Housing Strategy

11.5 Terms of Reference for the Training Sub Group

11.5.1 The training sub group's responsibility includes such things as:

- Management of training needs identification
- Development and oversight of the provision of an inter-agency training strategy and programme based on national requirements and local evidence of need
- Deliver or commission inter-agency safeguarding training to ensure that that staff from member agencies are competent and confident to carry out their responsibilities to safeguarding and promote the welfare of children
- Develop a set of training standards
- Support a pool of inter-agency trainers
- Work with single agency trainers to raise awareness of the need to include safeguarding issues in training
- Collaborate and co-operate with Kent Safeguarding Children Board in the commissioning and delivery of training events
- Monitor and evaluate the quality of training provision locally
- Feedback to the LSCB on key training issues, developments and opportunities.
- Consider key research papers, studies or examples of good practice to share with wider LSCB members, including the outcomes and findings of serious case reviews and Management reviews undertaken by the LSCB

11.5.2 This sub group will comprise representatives from senior strategic and operational staff from:

**Medway Council Children's Care
Directorate,**
Schools CP Co-ordinator

Connexions Kent & Medway

Cookham Wood Prison

PCT/ Trusts
Named/Designated Personnel

Medway Secure Training Unit

NSPCC

Kent Police
Officer from SIU

**Training Officers of other agencies
as identified.**

**Child and Adolescent Mental
Health Services**

**College of FE/Adult education
providers**

11.6 The Role of the Subgroup Chair

11.1 The Chairs of subgroups will set the agenda and make recommendations on required actions and further work needed. The Chair will ensure that the appropriate representatives from partner agencies attend the Group. The Chair and groups of the board will be supported by the MSCB Manager and Administrator.

12 Review of the Constitution

12.1 This constitution will be reviewed annually at the 1st Meeting of the financial year (April). Amendments can be made at any other time with the agreement of all MSCB members and should be proposed as agenda items.

March 2007