



Kent Safeguarding Children Board

Terms of Reference for KSCB Working Subgroups

Policy & Procedure Group

The Policy & Procedures Group is responsible for developing new and reviewing and amending existing policies and procedures based on experience, research findings, government and professional guidance, and the recommendations of serious case reviews.

The group will ensure that:

- The existing KCPC Child in Need/Child Protection Core Procedures 2000 will be updated;
- Liaison continues to take place with Cross Boundary Children's Service Authorities in order to agree Cross Boundary Policies and Procedures where appropriate. In areas where this is not possible local protocols will be explored;
- An inventory will be undertaken of the work required to identify what further work is needed to ensure that current Supplementary Policies & Procedures are consistent with the Working Together 2006;
- Policy, procedures and protocols are developed, reviewed and maintained to ensure that they are relevant and up-to-date;
- Significant issues arising from national reports and inquiries, on both an inter-agency and single agency basis are identified;
- Policy, procedures and protocols are disseminated widely to all professionals who are in contact with children, young people and their families;
- Ensure KSCB member agencies are kept informed about changes to KSCB policies, procedures and protocols.

Membership

The KSCB Manager will chair the Policy and Procedure Group and its membership must include representatives from statutory agencies. Group members will be nominated by the relevant agencies. They should have relevant specialist knowledge and skills and may be practitioners or managers. Additional members may be co-opted as required.

Policies and procedures proposed by the Group will be circulated for consultation and will be presented to the KSCB for final approval.

Frequency of Meetings

The Policy & Procedure Group will meet on a bi-monthly basis

Performance Monitoring Group

The Performance Monitoring Group is responsible for establishing, co-ordinating, implementing and monitoring quality assurance activity and performance issues on an inter-agency basis in respect of safeguarding children. Its primary purpose will be to:

- promote high standards of continuous improvement and to identify and to act upon gaps and identified weaknesses in services and to raise these with KSCB;
- raise standards of practice and compliance with procedures and guidance through quality review and audit activity;
- ascertain feedback from service users and carers to inform service improvement activity;
- analyse a range of sources of information to inform service planning, delivery and evaluation;
- To monitor and provide an analysis of the relevant child protection interagency activity for KSCB;
- To produce this analysis in the form of yearly monitoring reports;
- To ensure that monitoring arrangements are set up in each agency so their own performance can be analysed;
- To highlight successes and to raise areas of concern emerging from the reports;
- To be responsible for Performance Management of child protection work through statistical monitoring, target settings and auditing quality performance;
- Ensure that its monitoring role complements and contributes to both the work of the Children's Trust Board and will also draw from the work of Inspectorates such as CSCI, OfSTED, the Annual Performance Assessment of Children's Services as well as any Joint Area Reviews;.
- Review how Part 8 Serious Case Review recommendations are disseminated through agencies and to review reports on how recommendations have been implemented in individual agencies on behalf of the KCSB.
- Using the framework to scrutinise the activities and evaluating the performance of Kent's CTA in relating to its child protection and safeguarding responsibilities;
- Using information gained in this process to influence and inform Kent's Children and Young People's Plan to ensure that child protection and safeguarding is fully embedded in Kent's planning and commissioning strategy.

Membership

Members should include representatives from partner agencies who have a knowledge and expertise in respect of child protection and performance management. Representation is

required from the Police, CFE, Health, Education and Probation. Whilst the Group has a core membership, members will be co-opted on the group as required.

The KCSB Manager will chair the group; its membership must include representatives from statutory agencies:

Frequency of Meetings

The Performance Monitoring Group will meet on a bi-monthly basis

Safe Recruitment and Employment Group

This group will be responsible for ensuring that agencies are aware of their responsibilities in relation to safe recruitment and employment practices and for scrutinising practice including the management of allegations against staff.

- Training of persons working with children or in services affecting the safety and welfare of children;
- Recruitment and supervision of persons who work with children;
- Investigation of allegations concerning persons who work with children;
- Co-operation with neighbouring children's services authorities and their Board partners, particularly Medway Council

Membership

The Head of Safeguarding (Education) will chair this group

Members should include representatives from partner agencies who have a knowledge and expertise in respect of the recruitment and employment of staff as well as allegation management. Representation is required from the all CFE, Communities and Adult Social Services in KCC, Health and Probation. Personnel managers from statutory agencies should be included.

Whilst the Group has a core membership, members will be co-opted on the group as required.

Frequency of Meetings

This Group will meet on a monthly basis, which will be reviewed in 6 months time.

Publicity and Communication Group

The purpose of this group will be to co-ordinate KSCB's responsibilities to raise awareness of both child protection and safeguarding issues within agencies and the general public.

The purpose of this group is to

- disseminate good practice within agencies;
- Communicate the Child Protection procedures and processes;
- Create Child Protection awareness by promoting and publicising the work of KSCB;
- raise awareness within the wider community of the need to safeguard children and to promote their welfare and how the community can contribute to safeguard children;
- raise public awareness about the possible signs of abuse;
- inform the wider community of where to seek help if concerned about the safety of a child/young person;
- ensure that materials are available in a suitable format to meet the needs of the main community groups in Ken;.
- raise awareness amongst children and young people and how to seek help;
- To develop and maintain initiatives for keeping the positive contribution of the KSCB in protecting children and supporting families in the public eye;
- develop and maintain links with the media in order to communicate the KSCB views on the implications of Serious Case Reviews and the child protection matters of public concern;
- ensure that appropriate advice on child protection matters is available and disseminated to service users and practitioners and the general public;
- ensure that there are mechanisms for regular communication with practitioners, service users and the general public (e.g. newsletters);
- oversee the development and maintenance of the KSCB website.

Membership

Members should include representatives from partner agencies who have a knowledge and expertise in respect of communication processes. If members are unable to attend the group then another member of their organisation with the relevant knowledge should attend in their place where possible. Professionals having technical or media expertise will be co-opted as required.

A nominated representative agreed by the board will chair this group.

Frequency of Meetings

This Group will meet on a bi-monthly basis

Learning & Development Group

The Learning & Development Group is primarily responsible for the co-ordination, commissioning, delivery and evaluation of the inter-agency safeguarding children training programme. Its primary purpose will be to ensure that people working with children, young people and their families:

- Know of the predisposing factors and signs and indicators of abuse;
- Are able to exercise professional skill in terms of effective information sharing and the ability to analyse this information;
- Have the knowledge and skills to collaborate with other agencies and disciplines in order to safeguard the welfare of children;
- Have a sound understanding of the legislative framework and the wider policy context within which they work, as well as familiarity with KSCB policy and procedures.

The group will work to ensure:

- a training strategy is drawn up that creates awareness of indicators of harm and improves the knowledge and skills of a range of practitioners who work with children and families recognising that the Kent community is diverse, and therefore has differing needs.
- appropriately high quality multi-agency training is provided for statutory agencies that reflects KSCB policy and procedure, enhances and amplifies knowledge and skills and promotes joint understanding of child protection work
- all agencies working with children in Kent have access to quality child protection training;
- single agency child protection training is appropriate and of a satisfactory standard;
- agency take up of training is monitored to determine whether it is satisfactory
- training needs are identified and the quality of the training that is delivered is evaluated through regular audit and survey
- work is undertaken through the CTA sub groups to promote good understanding of Child Protection and safeguarding responsibilities through more informal and diverse means (e.g. lunchtime speakers, quality circles, learning sets etc.)
- that training provided is cost effective and that the training budget is deployed efficiently.
- there is a shared understanding of the tasks, processes, principles, and roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare;
- there is improved communication between professionals including a common understanding of key terms, definitions, and thresholds for action; and effective

working relationships, including an ability to work in multidisciplinary groups or teams; and;

- there is sound decision making based on information sharing, thorough assessment, critical analysis, and professional judgment;.
- training delivered take account of the variation in need. From volunteers who come into contact with children and their families/carers and who require a basic understanding of their role and responsibilities, to the very experienced professional who has a specialist or particular responsibility for safeguarding children;
- systems are developed and maintained to enable an organised and co-ordinated approach to inter-agency training;
- agree and identify mechanisms for setting and monitoring standards of training and professional development in relation to safeguarding children to be met within individual agencies and organisations and for inter-agency training activities;
- resources are identified for provision of training both within agencies of the KSCB and in an inter-agency context;
- a pool of inter-agency trainers is developed and maintained to assist in the delivery of the training programme;
- there are monitoring and evaluation processes for all training activity in relation to safeguarding children;
- that a training database is developed and maintained;
- that training is informed by current evidence and research;
- that learning from Serious Case reviews is incorporated into training.

Membership

The Learning & Development Group will ensure a mix of representation of managers, practitioners and trainers. Each member agency of KSCB will ensure that their representative(s) has some training expertise and have sufficient authority within their organisation to inform and influence decision-making regarding training

Chair – KSCB Manager
LSCB Trainer(s)
Representative from PCT/Primary Care
Representative from Acute Trust
Representative from Lifelong Learning
Representative from Education

Frequency of Meetings

The Learning & Development Group will meet on a bi-monthly basis.

Serious Case Review Panel

The main aims and objectives of the Serious Cases Review Panel are to:

- ensure that, in respect of any child death or serious injury to a child, consideration is given to undertaking a Serious Case Review or Management Review by appropriate agencies involved with the child or family, in accordance with Part 8 of *Working Together to Safeguard Children* 2006.
- undertake Serious Case Reviews in accordance with *Working Together* and produce an Overview Report and Executive Summary based on the findings of such a Review;
- take a lead of action planning arising from the learning from each Review, working with the Performance Monitoring Group to ensure that such plans are implemented and monitored effectively;
- take a lead in the disseminating the outcomes of Reviews through multi-agency debriefings to staff and working with the Training Co-ordination Group to ensure that developments are incorporated into appropriate training courses

When the SCR Panel Should Undertake a Serious Case Review

KSCB will always undertake a Serious Case Review (8.5) when a child dies (including death by suicide), and (8.6) abuse or neglect are known or suspected to be a factor in the child's death.

KSCB will always consider whether to undertake a serious case review where;

- A child sustains a potentially life threatening injury or serious and permanent impairment health and development through abuse or neglect;
- A child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in the child's death;
- A child has been subjected to particularly serious sexual abuse, or their parent has been murdered and a homicide review is being initiated, or
- The child has been killed by a parent with a mental illness, or
- The case gives rise to concerns about inter-agency working to protect children from harm.

Once a decision had been made to undertake a Serious Case Review an Overview Panel should be formed, consisting of independent members include the KSCB Manager and senior representation from statutory agencies e.g. Policy & Performance Manager, Child Protection and Children in Need, Kent Police, Health agencies and an Independent Chair.

The Overview Report and Action Plan will be feedback to KSCB for endorsement. It is the responsibility of the Board and agencies to ensure that actions are completed within timescales and that mechanisms are put in place to ensure these are reviewed as appropriate. The Performance Monitoring Group will also review these.

Membership

The Serious Case Review Panel will meet on a 3 monthly basis, or as and when required, and will include an Independent Chair

Approved by KSCB April 2007

Child Death Overview Group

The main aims and objectives of the Child Death Review Panel are to:

- Improved understanding of patterns of childhood death.
- Improved response to childhood death.
- Improved recognition of neglect or abuse leading to childhood death.
- Improved interagency working to prevent childhood deaths.

The panel will collect and analyse information about **every** child death with a view to identifying:

Any case giving rise to the need for a serious case review in accordance with Part 8 of *Working Together to Safeguard Children 2006*;

Any matters of concern affecting the safety and welfare of children in Kent; and

Any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area.

Membership

The members of the panel will be drawn principally from Health, Coroners, Children Social Services and Police.

In the health field; Pediatricians, Public Health, Psychologists, GP's, A&E, Pathologists and Obstetricians will be required. The police will similarly need to arrange relevant representatives.

However there will be a need to include other experts and professionals from agencies such as; Highways, Waterways, Transport, Fire, Ambulance and others. Some agencies will have a variety of specialists that will need to be incorporated on the panels.

Chair:

The guidance in Working Together, points towards Health agencies and specifically, Pediatrician's taking a leading and co-ordinating role. Certainly this would be desirable as the Health Agencies are a core focus for these activities.

Frequency of Meetings:

The Child Death Overview Panel will meet on a three monthly basis.

Local Child Protection Co-ordinating Committees

KSCB has agreed that the LCPCCs should be reviewed with a view to transferring them to Kent's Children's Trust arrangements. Pending transfer they will continue to be hosted by and be accountable to KSCB under the same terms of reference

Functions

The primary functions of Local Child Protection Co-ordinating Committees will be operational:

The promotion and co-ordination of good child protection practice at local level;

The monitoring and quality assurance of local child protection practice;

Contributing to the development of policies and procedures of the Kent Local Safeguarding Children Board.

The primary functions of the local co-ordinating committees will be achieved by:

- Ensuring effective implementation of KCSB policies and procedures at local level;
- Ensuring effective inter-agency co-ordination of local child protection services;
- Monitoring, reviewing and analysing statistical reports of local child protection activity;
- Reviewing local multi-agency working arrangements and resolving any conflicts;
- Promoting, facilitating and reviewing existing local treatment resources for abused children and their families;
- Identifying shortfalls in provision and recommending strategies for meeting identified treatment needs;
- Promoting and facilitating the KCSB inter-agency child protection training programme via the KCSB Inter-agency Training Group;
- Promoting and reviewing general standards of inter-agency child protection work by local audit and quality assurance of cases;
- Promoting public awareness of the problem of child abuse and preventive strategies;
- Other tasks as requested by the KCSB.

Information - the LCPCCs will commission the following information to help them achieve their objectives:

- 6 monthly statistical data on key activity including PAF indicators;
- Annual reports from Member Agencies identifying significant events that have impacted upon their role in protecting children, any problems and their resolution and any outstanding issues;
- Reports from sub and working groups

Link to KSCB – the Director of Children's Social Services will provide a key link between KSCB and the LCPCCs through the LCPCC Chairs.

In addition, the KSCB Manager will attend LCPCCs on behalf of KSCB.

Membership - the membership of Local Child Protection Co-ordinating Committees will be drawn from local agencies concerned with the management and organisation of delivering services to children and their families in the area. Membership may vary to reflect the special needs of an area but should include the representatives of the following services:

- Kent CFE Directorate – Children’s Social Services & Education
- Schools – designated teacher
- Kent Police
- Primary Care Trusts
- Acute trust - designated doctor and nurse
- General Practitioners
- Child and Adolescent Mental Health service
- Health Visiting Service
- School Nursing Service
- Midwifery
- District Council housing and other relevant services
- Kent Probation Area
- Armed services representatives (where substantial presence within the area)
- Voluntary and private sector providers

In addition to the regular membership, local committees may wish to include other representatives on a full-time or occasional basis as required by local circumstances. These could include:

NSPCC
Adult mental health
KCC SS Out of Hours Service
KCC Asylum Service
Dental practitioners
Drug and alcohol misuse services
Youth Justice Service
The Magistracy

The membership of the Local Child Protection Co-ordinating Committees should be reviewed annually to ensure that the membership is appropriate and sufficient.

Chairing arrangements - the Local Child Protection Co-ordinating Committees will be chaired by a senior Manager from the Kent Children’s Social Services area or by a senior representative of one of the other member agencies of the Kent Local Safeguarding Children Board provided the office is held for a period of two years to ensure consistency and continuity. A Vice-chairperson will be appointed from the representatives of agencies other than Social Services. The Vice-chairperson will deputise for the Chairperson when the latter is unavailable or by previous arrangement.

Frequency of meeting - Local Child Protection Co-ordinating Committees will meet once every two months or more frequently if required. Meetings will be recorded and minutes sent to the KSCB Performance and Monitoring Group.

Working groups - Local Child Protection Co-ordinating Committees will be assisted in their work by working Groups that will be accountable through the LCPCC to KCSB.

- **Quality Review group** - the Quality Review Groups are a sub group of the LCPCs and their purpose is to promote good practice by monitoring multi-agency practice at a local level.

The LCPCC will agree the appropriateness and priority of work to be undertaken by the Review Group. Requests can be made by individual professionals or by recommendation by single or multi-agency forums, such as the LSCB Performance Monitoring group for a case or practice issue to be considered by the Quality Review group.

The aim of the Quality Review Group is to monitor quality by:

- Reviewing samples of cases including those that meet the following criteria:
 - Re-registrations within a year
 - S.47 investigations that did not result in a case conference
 - Where agencies did not agree
 - Complex high profile investigations
 - Referrals of concern that result in no further action
 - On the CPR more than 2 years
 - Multiple referrals of concern
- Reviewing samples of cases to examine:
 - How agencies work together in cases of neglect where the child(rens) name was not placed on the CP register but where there are clearly identified concerns
 - Critical thresholds of concern that result in a referral of child protection
 - Standard of professionals' referrals of concern to Social Services
 - Strategy discussion process and decisions
 - Section 47 Joint Investigations and Single Agency investigations and enquiries
 - Child protection conference process and registration decisions
 - The effectiveness of child protection plans
 - All agency reports to initial and review CP conferences
 - The effectiveness of core groups
 - All agency contributions to Assessment Framework core assessments
 - Undertaking feedback exercises to include:
 - Effectiveness of the 'consultation' facility provided by social services and how this is used by other agencies;
 - Parental/child attendance and contribution at case conferences;
 - Effectiveness of liaison with Accident and Emergency units
 - Planning of strategies to ensure that all agencies are aware of and comply with new legislation, procedure and practice guidance;

The role of the group will be primarily to plan the process by which the work will be undertaken. This may involve setting up systems of evaluation, which require discrete pieces of work or reports to be undertaken by individual agencies or through other working groups.

The chair of the group will be identified by the LCPCC and its core membership will be drawn from the following agencies:

KCC CFE Directorate – Children's Social Services & Education
Kent Police
Health professionals

Group members will be nominated by the relevant agencies. They should have relevant specialist knowledge and skills and may be practitioners or managers. Additional members may be co-opted as required.

These groups will be supported by the Children's Social Services CP Co-ordinators and should meet at least 4 times a year. The group will submit reports on work done to the LCPCC.

- **Multi-agency liaison groups** - the purpose of these groups is to provide a forum for operational managers, supervisors and professionals from key agencies with responsibilities for child protection to meet and discuss practice issues in relation to the application of LSCB policy and procedure.

The aim of the groups will be to improve practice by:

Promoting good inter-agency communication and a forum to resolve problems
Promoting consistency in practice and application of policies and procedures
Sharing good practice and learning lessons
Identifying gaps in service

These groups should include members from key agencies and meet at least 3 times a year.



Partner Agency Agreement

I agree to participate in accordance with the KSCB Terms of Reference agreed in April 2007 and as a member: -

Ensure the KSCB functions well and drives forward its business plan;

Commit to attending 3 out of 4 meetings of KSCB in a year (April to March);

Play a part in raising awareness in safeguarding children and young people within the agency I represent and within the wider community of Kent;

Ensure that the outcomes for children and young people improve in the areas of physical and mental health, protection from harm and neglect;

Communicate effectively within the agency/organisation I represent;

Ensure that safeguarding and promoting the welfare of children and young people is firmly embedded within the agency I represent and that there is adequate knowledge, skills and training for staff;

Ensure that the 'duty to cooperate' is understood and acted upon within my own agency

Ensure that all staff within my organisation who have contact with children are aware of their responsibilities and are supported to comply with child protection policies and procedures and carry out any designated role

Ensure my agency/organisation makes an appropriate contribution to the resourcing of KSCB;

Read all documents prior to meetings and consult with appropriate personnel within my agency/organisation as appropriate;

Be available for consultation between meetings to facilitate the business of the Board;

Declare any interest in a particular topic or issue preferably before a meeting;

Bring key strategic issues to the board's attention;

Support the work of KSCB by Identifying people within their organisation to join KSCB working groups or to undertake any necessary research or investigations;
Disseminate and communicate KSCB reports and decisions as appropriate and necessary within my agency/organisation;

Ensure that the policies and procedures of KSCB are disseminated in an effective way within my own agency/organisation and acted upon;

Take an active part in Joint Area Reviews of Children's Services

Co-operate with the Serious Case and Child Death Review process and ensure that appropriate action is taken within my agency/organisation to complete the work in a timely manner and to the standard required;

Take any additional actions arising from Serious Case Reviews deemed necessary to improve standards of child protection services within my agency/organisation and between agencies. Action of this nature should not necessarily await completion of the review process.

Contribute to the development of robust and effective monitoring and performance functions and open my organisational practice to scrutiny.

Challenge and question the practice of a member and/or the agency I represent for the improvement of safeguarding.

Abide by the constitution

Agency Representative:

Signed: _____ Name: _____

Position _____

Date: _____ Agency _____