

WAKEFIELD & DISTRICT
safeguarding
children board

Constitution
2010

Wakefield District Safeguarding Children Board

CONSTITUTION 2010

1.0 Introduction

- 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 partnership board. This document details the arrangements for the Board partners within Wakefield to carry out their functions as laid out in legislation and guidance.
- 1.2 This Board will be known as the Wakefield and District 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 Chapter 3 of Working Together (2006) provides guidance relating to the operation of the Local Safeguarding Children's Boards. This constitution is consistent with the requirements of this guidance.

2.0 Purpose

- 2.1 The aim of the Local Safeguarding Children Board is to ensure the multi-disciplinary co-ordination of referral, enquiry, assessment, planning, intervention and case review services to children in need, whose needs are not met due to compromised parenting. The primary target group would therefore be those children assessed as being at level 3 - 4 of the Child Well-Being Model, for which the LSCB will have strategic responsibility. However the Board's strategic responsibility will also, where appropriate, encompass the wider preventative needs of all children.
- 2.2 It will do this by the provision of statutory interagency leadership and governance at strategic, operational and promotional level.

2.3 The overall objectives of the Local Safeguarding Children Board are to co-ordinate and ensure the effectiveness of the work of each Board partner in relation to its safeguarding function.

3.0 What do we want to achieve for children and young people in Wakefield?

3.1 All children deserve the opportunity to achieve their full potential. The WDSCB's aim is to improve the well-being of children in the Wakefield Metropolitan Area relating to the five Every Child Matters outcomes:

- Staying safe
- Being healthy
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing.

3.2 Safeguarding is defined for the purposes of this constitution as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

3.3 Our vision for children and young people in the Children and Young People's Plan is that ***"everyone will work together to ensure that all children and young people in the Wakefield district are safe and feel safe within their homes, schools and communities."***

3.4 This vision is supported by a Statement of Intent as follows:

The Wakefield and District Safeguarding Children Board will provide strong and effective leadership in order to co-ordinate and ensure effectiveness of the work done by agencies for the purpose of safeguarding and promoting the welfare of children and young people. We aim to ensure that:

- *Children and young people in Wakefield are safe from maltreatment, neglect, violence, exploitation and sexual abuse.*
- *Children and young people in Wakefield are safe from accidental injury and death.*
- *Children and young people in Wakefield are safe from discrimination and bullying*
- *Children and young people in Wakefield are safe from crime and anti-social behaviour*
- *Children and young people in Wakefield grow up in environments where they have security, stability and care.*

The Wakefield and District Safeguarding Children Board believes that everyone is responsible for safeguarding and promoting the welfare of children. We will achieve our vision by:

- *Working with agencies to improve safeguarding practice*
- *Monitoring and where necessary challenging the performance of agencies in relation to safeguarding*
- *Developing and implementing effective policies, guidance and procedures.*
- *Carrying out effective Serious Case Reviews and effectively learning from all child deaths*
- *Providing high quality multi-agency training to the children's workforce.*
- *Promoting awareness of safeguarding within agencies and in the wider community.*

3.5 The LSCB has agreed the following strategic objectives that sum up the key objectives for the next three years and which will assist in achieving our vision. These objectives encompass all areas of LSCB business and are as follows:

- Improving the quality and consistency of safeguarding practice
- Safeguarding specific groups of children identified as being particularly vulnerable
- Learning from child deaths and "near misses"
- Governance (links with Children's Trust, LSCB membership etc)
- Communication and engagement with partners, children and young people, parents and carers

4.0 Membership of the Wakefield and District Safeguarding Children Board

In order to effectively carry out its day-to-day business the Wakefield and District Safeguarding Children Board will meet on a bi-monthly basis. The Wakefield and District Safeguarding Children Board will consist of representatives of the following organizations:

- Wakefield Family Services - Safeguarding and Family Support Directorate
- Wakefield Family Services - Adult Social Care Services
- Chair of Child Death Overview Panel
- NHS Wakefield District (Commissioner)
- NHS Wakefield District (Provider)
- Designated Doctor
- Designated Nurse
- South West Yorkshire Partnership Foundation NHS Trust
- Mid Yorkshire Hospitals NHS Trust
- West Yorkshire Police
- West Yorkshire Probation Service
- HMP and YOI New Hall
- Youth Offending Team
- CAFCASS
- Representative from the Voluntary Sector
- Education & School
- General Practitioner

The Council's Lead Member for Children will attend meetings of the LSCB as a participant observer.

The following will also attend meetings of the Local Safeguarding Children Board in an advisory capacity:

- WDSCB Business Manager
- WMDC Legal Services

Agency representation at meetings will be included in the WDSCB Performance Management report. Members of the Board are expected to attend in person although in exceptional circumstances, by prior agreement of the Independent Chair, a suitable substitute may be nominated to attend.

5.0 Representation

5.1 All agencies should recognise the importance of securing effective co-operation by appointing senior officers or professionals to the Wakefield District Safeguarding Children Board as representatives.

5.2 Working Together to Safeguard Children states that as far as possible, agencies should designate particular, named people as their LSCB members, so that there is consistency and continuity.

Members should be people with a strategic role in relation to safeguarding and should be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account

5.3 A person-specification, drawn up by the Wakefield District Safeguarding Children Board to assist agencies in securing appropriate representation, is included in Appendix 1.

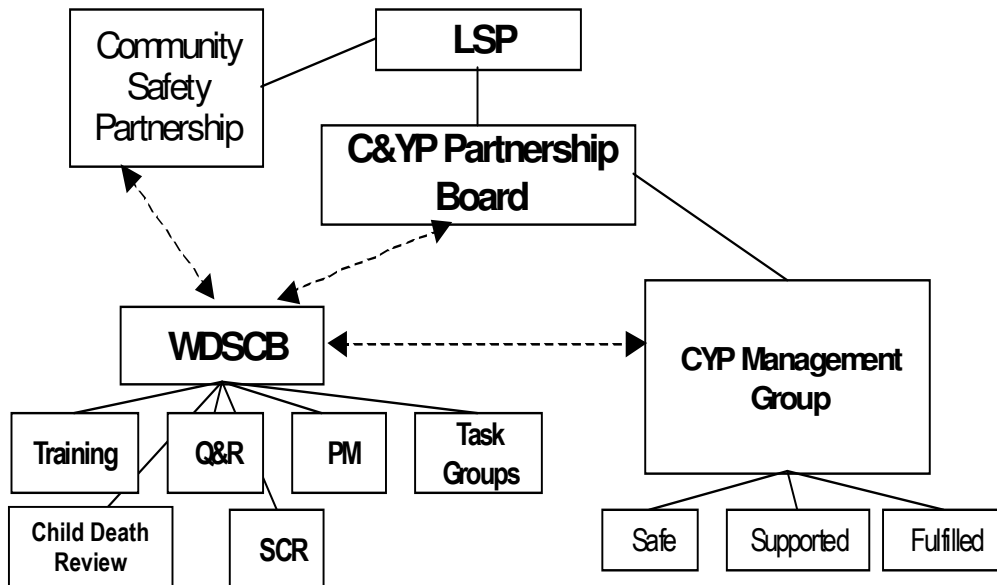
5.4 Wider representation of views will be facilitated by the development of single agency for a, internal safeguarding committees etc.

5.5 Each representative agency member will be required to provide information to their own Management Board (or equivalent) on at least an annual basis, to ensure that the link between the agency and the Wakefield Safeguarding Children Board, and the agency's commitment to the Board, is recognized and understood at the highest level.

6.0 Accountability

- 6.1 The agencies listed at 4.0 (above) are jointly responsible for the work of the Wakefield District Safeguarding Children Board.
- 6.2 Wakefield District Safeguarding Children Board members are accountable to the WDSCB via their accountability to the agencies they represent.
- 6.3 Each constituent agency should contribute to the development and ownership of the policies, procedures and actions of the Wakefield District Safeguarding Children Board.
- 6.4 The WDSCB reports to the Children and Young Peoples Partnership Board (The Childrens Trust) in several ways, including:
- Bi-annual Safeguarding Performance Management Report
 - Annual LSCB Report
 - Raising of specific issues where required

Figure 1



Key: PM = Performance Management Sub Committee
Q&R = Quality & Review Sub Committee

7.0 Responsibilities

- 7.1 Whilst the work of the WDS CB will contribute to the wider goals of the 5 Every Child Matters outcomes, it has particular focus on some aspects of the 'Staying Safe' outcome.
- 7.2 The WDS CB will focus on Children in Need (Wakefield Child Well-Being Model level 3 - 4) 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.
- 7.3 The WDS CB will not lead on all the sub-categories of the 'Staying Safe' outcome but will ensure that other local bodies are dealing with the other sub-categories. Figure 2 below identifies which local body has lead responsibility for the sub-categories of the 'Staying Safe' outcome, as defined in the Every Child Matters outcomes framework.

Figure 2

Wakefield & District Safeguarding Children Board	Children and Young People's Strategic Partnership	Community Safety Partnership
Safe from maltreatment, neglect, violence and sexual exploitation	Safe from accidental harm	Safe from crime and anti-social behaviour in and out of school
Investigation of child deaths	Safe from bullying and discrimination	
Have security, stability and are cared for		

7.4 The specific responsibilities of the WDSCB including those 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:

- To ensure the multi-disciplinary co-ordination of: referral, enquiry, assessment, planning, intervention and case review services;
- To audit and evaluate how well services work together to protect children, for example through wider case audits;
- To put in place objectives and performance indicators for safeguarding children
- To encourage and help develop effective working relationships between different services and professional groups, based on trust and mutual understanding;
- To ensure that there is a level of understanding and agreement across agencies about operational definitions and thresholds for intervention;
- To improve local ways of working in the light of knowledge gained through national and local experience and research, and to make sure that any lessons learned are shared, understood and acted upon;

- To undertake Serious Case Reviews where a child has died or - in certain circumstances - been seriously harmed, and abuse or neglect are confirmed or suspected. To make sure that any lessons from the case are understood and acted upon;
- To put structures in places to meet the requirements of Working Together 2006 regarding child deaths;
- To ensure structures are in place to meet the requirements of the statutory guidance when this is published;
- To audit the effectiveness of arrangements made by Board partners within their own agency to safeguard children on the following:
 - Senior management commitment to the importance of safeguarding and promoting children's welfare
 - Clear statement of the agency's responsibilities towards children is available to all staff
 - Clear line of accountability exists within the organisation for work on safeguarding and promoting the welfare of children
 - Service development takes account of the need to safeguard and promote the welfare and is informed, where appropriate, by the views of children and families
 - Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families
 - Safe recruitment
 - Effective inter-agency working to safeguard and promote the welfare of children
 - Information sharing
 - Work with individual children and their families to adhere to principles laid out at appendix 2
 - Monitoring and inspection of arrangements to safeguard and promote the welfare of children
- To communicate clearly to individual services and professional groups their shared responsibility for protecting children, and to explain how each can contribute;
- To help improve the quality of child protection work and of inter-agency working through specifying needs for inter-agency training and development, and ensuring that training is delivered;

- 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.
- 7.5 It will be the responsibility of partner agencies to undertake an annual self-assessment of safeguarding using the self assessment tool developed by the WDSCB. This will include monitoring attendance at the WDSCB and its Sub-Committees.
- 8.0 **Arrangements**
- 8.1 The Wakefield and District Safeguarding Children Board will be chaired by an Independent Chair, appointed by LSCB members.
- 8.2 The Wakefield and District Safeguarding Children Board will annually elect a Vice Chair who will assume the role of Chair in the absence of the Chairperson.
- 8.3 The Wakefield and District Safeguarding Children Board will meet at bi-monthly intervals. The Chair will agree the convening of extraordinary meetings when circumstances require.
- 8.4 Meetings will be considered quorate if representatives from at least four agencies attend. If a meeting is not quorate, any decisions taken must be ratified at the next meeting.
- 8.5 Expert professional advice will be sought as and when required.
- 8.6 The WDSCB will provide a co-ordinated response to media enquiries on behalf of the partner agencies. A written strategy is in place in relation to media interest in the outcomes of Serious Case Reviews.
- 8.7 In order to assist the Wakefield District Safeguarding Children Board in discharging its responsibilities, it will appoint the following:
- Executive Group
 - Performance Management Sub-Committee
 - Quality and Review Sub-Committee
 - Training Sub-Committee
 - Child Death Overview Panel
 - Standing Serious Case Review Panel

All sub-committees must be chaired by a member of the WDSCB.

Attendance at the sub-committees will be included in the WDSCB Performance Management Report. If members are unable to attend, a substitute should be sent in their place. However the substitute must meet the criteria set out in the Terms of Reference for the sub-committee.

- 8.8 Other short life task groups may be established from time to time as required including Serious Case Reviews.
- 8.9 Partner agencies are required to establish single agency fora to ensure wider representation of views. These fora could be meetings established for this purpose or existing meetings (e.g. team meetings) which would include safeguarding children as a standing item. Generic terms of reference for the fora are included in Appendix 3.
- 8.10 A Standing Conference will be held at least yearly. Its purpose will be:
- To raise awareness about the work of the WDSCB
 - To engage with a wider audience than would be possible through the WDSCB
- 8.11 The audience will include the members of all partners, sub-committees and forums and representatives of any other groups or organisations as appropriate.
- 8.12 Papers for all LSCB and sub-committee meetings will be distributed to all members at least seven days in advance of the meeting.
- 8.13 All LSCB and sub-committee meetings will be minuted and minutes (and follow-on papers where applicable) will be distributed within fourteen days.

9 Funding

- 9.1 The constituent agencies of the Wakefield District Safeguarding Children Board will contribute annually, to an agreed level, the funding required to accomplish the business of the Wakefield District Safeguarding Children Board.
- 9.2 It is the responsibility of each constituent agency of the Wakefield District Safeguarding Children Board to contribute financially so that the Wakefield District Safeguarding Children Board has an annual budget. Such a budget

should reflect the cost of developing and publishing multi-agency procedures, providing free training on a multi-agency basis and other functions of the Local Safeguarding Children Board.

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

10.0 Procedures

- 10.1 The Wakefield & District Safeguarding Children Board will, in conjunction with the Kirklees, Calderdale and Leeds LSCBs (known collectively as the "West Yorkshire Consortium") produce inter-agency guidance in line with that contained in 'Working Together'. The procedures will be reviewed by the consortium on a twice-yearly basis. These procedures are available on the WDSCB website.

11.0 Complaints Procedure

- 11.1 The Wakefield District Safeguarding Children Board will operate a complaints procedure aimed at resolving the issues related to services provided under the Wakefield District Safeguarding Children Board's authority. This procedure is included at Appendix 4 of this document.

12.0 Review of the Constitution

- 12.1 This constitution will be reviewed on an annual basis at the business meeting which will be the first meeting of the new year. Amendments to the constitution can be made at any other time with the agreement of all members of the WDSCB. Suggested amendments to the constitution should be proposed as agenda items at Wakefield District Safeguarding Children Board meetings.
- 12.2 Constituent members, as set out in section 4.1 above, will make a signed commitment to the contents of the constitution.
- 12.3 Requests for new membership of the LSCB by organizations will be considered by the LSCB at its January business meeting. If the request is accepted by the LSCB, the organization will be notified and asked to nominate their representative, based on the specification included as appendix 1. If the nominated person meets the person specification, they will receive an induction from the LSCB Business Manager, and will be able to attend the next meeting of the LSCB.

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PERSON SPECIFICATION FOR AGENCY REPRESENTATIVES

In order for the WDSCB 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 be consistent with 5.2 of this Constitution and possess 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 to ensure that appropriate resources are 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 Wakefield District 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 WDSCB.

Professional

1. Members need to have sufficient knowledge and experience of child protection issues within their agency.
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 the role they fulfill as Wakefield District 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 Wakefield District Safeguarding Children Board.

Organisations should only nominate individuals who can meet the above requirements.

All Local Safeguarding Children Board Members and advisors will be required to have an up to date CRB Check, and to share this with the Wakefield and District Safeguarding Children Board Business Manager.

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PRINCIPLES WHEN 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 seen and listened to and what they have to say is taken seriously and acted on 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. The child is 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 may 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;
- 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.

APPENDIX 3

WAKEFIELD & DISTRICT safeguarding children board

PARTNER AGENCY SAFEGUARDING FORUM GENERIC TERMS OF REFERENCE

1.0 INTRODUCTION

- 1.1 The Children Act 2004 places a duty on key statutory agencies to discharge their normal functions having regard to the need to safeguard and promote the welfare of children. They must also ensure that the same approach is followed by any other body providing services on their behalf.
- 1.2 The Act establishes a clear line of accountability from front line practitioners, through senior managers to the chief executives, for safeguarding and child welfare practice locally.
- 1.3 To facilitate each agency in carrying out its safeguarding functions under The Act the WDSCB requires each individual agency to establish a single agency forum. This forum will enable the agency to establish clear lines of communication throughout all levels of the organisation and will report to the WDSCB regarding the agency's safeguarding functions. The Forum could be a new group established for this purpose or an existing group which can incorporate the functions into its current activities.

2.0 SAFEGUARDING FORUM RESPONSIBILITIES

- 2.1 To develop an agency Safeguarding Business Plan (as per attached template);
- 2.2 To develop an agency Safeguarding Training Plan, based on a needs analysis;
- 2.3 To monitor performance within their agency in relation to the safeguarding of children, including, where appropriate, the development of local performance indicators;
- 2.4 To contribute to the LSCB Performance Management Framework;

- 2.5 To ensure that agencies have appropriate policies and procedures in place for all staff working with or coming into contact with children and families;
- 2.6 To provide a forum for dealing with single agency issues relating to safeguarding policy and practice;
- 2.7 To identify policy and practice issues which require a response by more than one agency and to ensure that these are progressed through LSCB structures;
- 2.8 To provide a vehicle by which lessons learnt and changes to policy and procedures can be disseminated to practitioners within their own agency;
- 2.9 To maintain an overview of safeguarding and the promotion of child welfare within the agency. This includes those sectors which might not have direct contact with children in a safeguarding role, but do come into contact with the general public.

3.0 MEMBERSHIP

- 3.1 The membership of the Forum should be determined by the agency. However, it needs to include representation from operational sectors, including front line staff as well as managers within the agency directly involved in safeguarding children.

4.0 MEETINGS

- 4.1 The frequency of meetings will be determined by the agency. However, the WDSCB would expect meetings to take place at least quarterly.

APPENDIX 4

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COMPLAINTS PROCEDURE

An individual or organisation may wish to complain if they believe the Wakefield District Safeguarding Children Board (WDSCB) is not fulfilling its obligations under the Children Act 2004, for example ensuring training is provided, development of appropriate procedures.

In the first instance, this should be addressed through the organisational representative.

If the complaint cannot be resolved through this action, then contact should be in writing to the Chair, who will pass it to the Quality and Review Sub-Committee to look into the issue and find resolution. The Quality and Review Sub-Committee will then feed any resolutions or recommendations for action back to the Board.