



South Gloucestershire Safeguarding Children Board Constitution

1. Purpose and Objectives

- 1.1 The South Gloucestershire Safeguarding Children Board (SGSCB) is the statutory multi-agency body established by South Gloucestershire Council in accordance with the Children Act 2004 and the statutory guidance set out in Working Together to Safeguard Children 2015.
- 1.2 The core objectives of the Board as set out in the Children Act 2004 (S14) are:
 - to coordinate 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; and
 - to ensure the effectiveness of what is done by each such person or body for those purposes.
- 1.3 In order to fulfil its statutory function under regulation 5 of the Local Safeguarding Children Boards Regulations 2006 an LSCB should use data and, as a minimum, should:
 - assess the effectiveness of the help being provided to children and families, including early help;
 - assess whether LSCB partners are fulfilling their statutory obligations set out in chapter 2 of Working Together 2015;
 - quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
 - monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.
- 1.4 The Board must work closely with the Children's Trust Board and the Health and Wellbeing Board and must hold these bodies to account in driving forward improvements in the safeguarding of children and young people and the promotion of their welfare.
- 1.5 The Board will maintain an awareness of the Prevent programme and will:
 - ensure Prevent requirements to identify and respond to people at risk of being drawn into terrorism are appropriately and proportionately built into local safeguarding processes.
 - periodically review local activity and outcomes with the Prevent Group to improve the understanding and awareness of local risks.

2. Terms of Reference

- 2.1 To develop **policies and procedures** for safeguarding and promoting the welfare of children and young people in South Gloucestershire, with particular reference to:
- action to be taken where there are concerns about a child's safety or welfare, including thresholds for identification of need and intervention;
 - training of persons who work with children or are in services affecting the safety and welfare of children;
 - the recruitment and supervision of persons who work with children;
 - investigation of allegations concerning persons who work with children;
 - the safety and welfare of children and young people who are privately fostered;
 - co-operation with neighbouring authorities and their Safeguarding Children Board partners;
 - the development of local protocols for matters such as the resolution of professional differences of views and for participation in child protection and other related conferences;
- 2.2 To **communicate** to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so.
- 2.3 To **monitor and evaluate the effectiveness of what is done** by the Local Authority and Board partners, both as individual agencies and collectively, to safeguard and promote the welfare of children and young people and to advise them on ways to improve their practice, including:
- the development of self-evaluation tools and monitoring their use and effectiveness;
 - the development and use of quality audit processes
 - the scrutiny of physical restraint in secure estate settings;
 - the development of means for challenging practice to drive forward improvements;
 - the scrutiny of performance data
- 2.4 To produce and submit to the Children's Trust Board and the Health and Wellbeing Board **an annual report** on the effectiveness of safeguarding and promoting the welfare of children in the local area which:
- provides a rigorous and transparent assessment of the performance and effectiveness of local services;
 - identifies areas of weakness, the causes of those weaknesses and the action being taken to address them;
 - identifies other proposals for action;
 - provides lessons from reviews undertaken;
- 2.5 **To influence the planning and commissioning of services** for children and young people in South Gloucestershire to ensure that they take safeguarding and promoting the welfare of children into account.
- 2.6 To ensure that there are effective arrangements for **collecting and analysing information about the deaths of all children** in the area and specifically to identify:

- Any case giving rise to the need for a review (regulation 5(1)(e))
- any matters of concern affecting the safety and welfare of children in the area;
- any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area;

and to ensure there are effective arrangements for ensuring **a co-ordinated response** by the authority, their Board partners and other relevant persons to the unexpected death of a child.

- 2.7 To **undertake reviews of serious cases** where abuse or neglect of a child is known or suspected, or where a child had died or has been seriously harmed and there is concern as to the way in which the Local Authority, the Board partners or other relevant persons have worked together to safeguard that child.
- 2.8 To put in place arrangements to **ensure that the voice of children and young people, families and the community** are taken into account.
- 2.9 To ensure **lay members** operate as full members of the Board.
- 2.10 To maintain a local **Learning and Improvement Framework**, which is shared across local organisations who work with children and families, which enables them to be clear about their responsibilities, to learn from experience and improve services as a result.
- 2.11 To undertake any other activity that the Board considers to be conducive to the achievement of its objectives.

3. Legal Status and Decision Making

- 3.1 The SGSCB is a statutory body in its own right and will agree an annual business plan to guide its work.
- 3.2 The SGSCB will present an annual report to the Children's Trust Board and the Health and Wellbeing Board.
- 3.3 The SGSCB will establish such sub committees as are appropriate at any time and will review their operation annually. The Board may delegate decision making as appropriate to sub committees.
- 3.4 The SGSCB will scrutinise the Children and Young People Plan and any other relevant needs assessments and plans to ensure that the safeguarding and promotion of the welfare of children and young people are being appropriately addressed.
- 3.5 The SGSCB will be able to make recommendations as appropriate to the Children's Trust Board, the Health and Wellbeing Board and any other relevant decision making bodies regarding policy, practice and resources associated with the safeguarding of children and young people and the promotion of their welfare.

4. Membership

- 4.1 The Board shall be **chaired** by a person who is **independent** of the partners represented on the Board and organisations which deliver services to children and young people in the area. The Chair will be appointed by the Chief Executive and a panel of partners and lay members and will be accountable to the Chief Executive. The period of office for the Chair will normally be three years. The Board shall also appoint a Vice Chair from within its membership, normally for a period of three years.
- 4.2 The membership of the Board will include named representatives of all relevant agencies as set out in the Children Act 2004 and the statutory guidance Working Together 2015 as follows:
- Independent Chair
 - Participant Observer Member – Executive Member for Children’s Services South Gloucestershire Council
 - Director for Children Adults and Health, South Gloucestershire Council
 - Head of Integrated Services for Children and Young People, South Gloucestershire Council
 - Head of Safeguarding, South Gloucestershire Council
 - Safeguarding Policy and Practice Manager, South Gloucestershire Council
 - Representative of Avon and Somerset Constabulary as nominated by the District Police Commander
 - Director of Public Health, South Gloucestershire Council
 - Designated Nurse for Safeguarding Children
 - Designated Doctor for Safeguarding Children
 - Named GP for Safeguarding Children
 - Representatives of North Bristol and United Hospital Trusts and Avon and Wiltshire Mental Health Partnership Trust as nominated by the respective Chief Executives of the Trusts
 - Clinical Commissioning Group Nurse Director and Head of Quality and Safeguarding
 - NHS England, Director of Nursing and Quality
 - Representative of Avon and Somerset Probation Service as nominated by the Chief Executive of the Service
 - Representative of CAFCASS as nominated by the Chief Executive of the Service
 - Representative of the Crown Prosecution Service
 - The Governor of Eastwood Park HMP or their nominated representative
 - Head of Vinney Green Secure Unit
 - South Gloucestershire Youth Offending Service Manager
 - Head of Safe Strong Communities, South Gloucestershire Council
 - Representative of the main Housing Provider in South Gloucestershire as nominated by the Chief Executive of the Service
 - Head of Legal, Democratic and Property Services, South Gloucestershire Council or his/her nominated representative
 - 2 lay members appointed by the Board
 - Representative of South Gloucestershire Primary and Special Schools as nominated by the Heads Executive

- Representative of South Gloucestershire Secondary Schools as nominated by the Secondary Heads Group
- Representative of Further Education as nominated by the Principals of Filton and City of Bristol Colleges
- Head of Education, Learning and Skills, South Gloucestershire Council
- At least one faith representative
- At least 2 Voluntary Sector representatives
- Representative of Avon Fire and Rescue Service
- Representative of South West Ambulance Service
- Chairs of the SGSCB Sub Groups (if not members in another capacity)
- Representative from Sirona Care and Health

4.3 Board members will be able to nominate one substitute to attend meetings in his/her absence

4.4 The Board may co-opt other members as appropriate on the recommendation of the Executive Sub Committee.

4.5 Officers from the Board partners will be available to offer advice and guidance as required.

5. Sub Committees

5.1 In order to undertake the range of work which shall be reported on an annual basis to the full Board, the Board has identified the following sub groups:

- The SGSCB Executive Sub Committee
- The West of England Child Death Overview Panel
- The SGSCB Serious Case Review Sub Group
- The SGSCB Policy and Procedures Sub Group
- The SGSCB Performance and Quality Assurance Sub Group
- The SGSCB Training Sub Group
- The SGSCB E-Safety Sub Group
- The SGSCB Education Sub Group
- The SGSCB Child Sexual Exploitation Sub Group
- The SGSCB Missing from Home, Care and School Sub Group

5.2 In addition, the Board may establish themed groups, some of which will operate on a task and finish basis. These groups are subject to annual review.

5.3 The SGSCB also has linkages to other groups established on a sub regional/regional basis, in particular the Avon and Somerset Consortium, co-ordinated by the Avon and Somerset Constabulary, and the South West Child Protection Shared Procedures Group.

6. Convening and Conducting Meetings

6.1 The Board shall meet at least four times per year with additional meetings and development days to be arranged as agreed by the Board.

6.2 The Chair will be an independent person as described in 4.1 above.

- 6.3 The Board should aim to reach its conclusions by consensus, but, in the absence of consensus on any matters requiring decision, the Chair shall have a casting vote.
- 6.4 All members of the Board will be expected to sign the SGSCB Memorandum of Understanding confirming their acceptance of their responsibilities in respect of the Board and their own organisation.
- 6.5 Secretariat and legal support will be provided by South Gloucestershire Council to include:
- Co-ordination of agenda preparation;
 - Convening of meetings of the full Board, the Executive Sub Committee and any Serious Case Review Panels;
 - Publication of agenda and supporting papers at least five days prior to the meeting;
 - Taking of minutes;
 - Monitoring and progressing actions agreed by the Board.
- 6.6 The meetings of the SGSCB are not open to the public.
- 6.7 An annual record of attendance by organisation will be published and the Chair will raise any non attendance greater than 25% with the relevant organisation.
- 6.8 Any dispute resolution will be undertaken in accordance with the policy for the Resolution of Professional Differences of Opinion adopted by the Board.

7. Funding

- 7.1 A specific pooled budget for the Board will be agreed each year and reported in the Annual Report and the Business Plan. It is expected that the statutory partners named in the Children Act 2004 will make a contribution to the pooled budget.
- 7.2 In addition, both the statutory partners and other Board members will be expected to make a contribution in kind through their participation in Board and sub group meetings, and other activities arranged by the Board.



Terms of Reference

