



WEST GLAMORGAN SAFEGUARDING BOARD

MEMORANDUM OF UNDERSTANDING

ESCALATION PROCESS FOR WEST GLAMORGAN SAFEGUARDING BOARD MEMBERS

Document Author:	POLICY, PROCEDURE & PRACTICE MANAGEMENT GROUP
Approved by:	WGSB
Issue Date:	16th of June 2021
Review Date:	16th of June 2024

1.0. Introduction

- 1.1. This Memorandum of Understanding has been developed for West Glamorgan Safeguarding Board members. It provides a clear framework for Board members to escalate to the West Glamorgan Safeguarding Board significant safeguarding practice issues which impact not only the citizens of West Glamorgan but also partner board agencies.
- 1.2. The West Glamorgan Safeguarding Board Quality Assurance Framework key principles include **a Duty of Candour** this in practice will mean there is an expectation that all partner agencies and organisation will notify the Board of any issues of concern– such as poor regulatory inspection outcome, serious incidents, issues that might attract media attention, safeguarding red risks on their organisations risk register etc.
- 1.3 In relation to individual case dispute, please refer to the Resolution of Professional differences practice guide.

2.0. Process

- 2.1. The individual Board member must initially notify their organisation that the issue of concern will be escalated to the West Glamorgan Safeguarding Board.
- 2.2. The individual Board member will formally write to the Chair of the respective Adults/ Children Board requesting an agenda slot at the next Board meeting to highlight the issue of concern.
- 2.3. Although the Chair of the Board may arrange an initial meeting prior to the Board meeting to discuss in more detail the issue of concern, it is with the understanding that the issue of concern will be an agenda item at the next Board meeting.
- 2.4. It is also expected that all relevant documentation around the issue of concern will be included within the Board papers for the meeting. All members of the West Glamorgan Safeguarding Board are aware of the confidential nature of board documents and that the documents are not for wider circulation. Discussion at Board is confidential unless a collective Board decision is made for disclosure.
- 2.5. The agency/ organisation bringing the issue of concern will need to detail the relevant actions that will be undertaken to resolve the issue and highlight any management of media attention.
- 2.6 The role of the West Glamorgan Safeguarding Board is to provide advice and assistance where possible and identify any areas of improvement regarding the response to the issue of concern although the agency / organisation have the lead responsibility to address the issue of concern.
- 2.7. A decision will be made by the West Glamorgan Safeguarding Board what further actions are required whether the issue of concern needs to be brought back to a future Board meeting and to be added to the West Glamorgan Safeguarding Board risk register.