



WEST GLAMORGAN SAFEGUARDING BOARD

Terms of Reference

WG N63 2021

Scope of Review: 01.10.18 – 30.11.20

Chair of Panel – Damian Rees, Swansea Council

Internal Reviewer – Jay Northey, South Wales Police

Internal Reviewer – Tricia Thomas, Swansea Bay UHB

Panel Members:

Sue Hurley - South Wales Police

Chris Frey Davies – Children’s Services, Neath Port Talbot Council

Nicky Sneezum - Education, Neath Port Talbot Council

Kath Thomas - Swansea Bay UHB

Lesley Mcneill - Swansea Bay UHB (Shadowing)

Kanchan Jadeja - Children’s Services, Gloucestershire Council

Charlotte Loat, Gloucestershire Police

Olivia Underhill – Cheltenham Borough Homes

Sam Roberts / Kevin Nicholls – Education, Gloucestershire Council

Amanda Turner – Youth Justice Service, Neath Port Talbot Council

Myrwyn Whitelock – Housing Options, Neath Port Talbot Council

Core Tasks

- Determine whether decisions and actions in the case comply with the policy and procedures of named services and West Glamorgan Safeguarding Board.
- Examine inter-agency working and service provision for the adult / child and family.
- Determine the extent to which decisions and actions were adult / child focused.
- Seek contributions to the review from appropriate family members and keep them informed of key aspects of progress. Take account of any parallel investigations or proceedings related to the case.
- Hold a learning event for practitioners and identify required resources.
- Consideration the impact of Covid 19.

FOR EXTENDED REVIEWS ONLY

In Addition To The Review Process, To Have Particular Regard To The Following:

- Was previous relevant information or history about the adult / child and/or family members known and taken into account in professionals' assessment, planning and decision-making in respect of the child the family and their circumstances? How did that knowledge contribute to the outcome for the adult / child?
- Was the child protection plan (and/or the looked after child plan or pathway plan) robust, and appropriate for that child, the family and their circumstances?
- Was the plan effectively implemented, monitored and reviewed? Did all agencies contribute appropriately to the development and delivery of the multi-agency plan?
- What aspects of the plan worked well, what did not work well and why? To what degree did agencies challenge each other regarding the effectiveness of the plan, including progress against agreed outcomes for the adult / child? Was the protocol for professional disagreement invoked? Were the respective statutory duties of agencies working with the adult / child and family fulfilled?
- Were there obstacles or difficulties in this case that prevented agencies from fulfilling their duties? This should include consideration of both organisational issues and other contextual issues?
- Were the statutory duties of all agencies fulfilled?

Specific Tasks of the Review Panel

- Agree the time frame.
- Identify agencies, relevant services and professionals to contribute to the review, produce a timeline and an initial case summary and identify any immediate action already taken.
- Produce a merged timeline, initial analysis and hypotheses
- Plan with the reviewer/s a learning event for practitioners, to include identifying attendees and arrangements for preparing and supporting them pre and post event, and arrangements for feedback.
- Plan with the reviewer/s contact arrangements with the adult / child and family members prior to the event.
- Receive and consider the draft adult / child practice review report to ensure that the terms of reference have been met, the initial hypotheses addressed and any additional learning is identified and included in the final report.
- Agree conclusions from the review and an outline action plan, and make arrangements for presentation to the WGSB for consideration and agreement.
- Plan arrangements to give feedback to family members and share the contents of the report following the conclusion of the review and before publication.

Tasks of the Regional Safeguarding Board

- Consider and agree any Board learning points to be incorporated into the final report or the action plan.
- Ensure the Review Panel complete the report, action plan, summary Timeline, 7 min briefing and power point for future learning event.
- WGSB send to relevant agencies for final comment before sign-off and submission to Welsh Government.
- Confirm arrangements for the management of the multi-agency action plan by the PRMG, including how anticipated service improvements will be identified, monitored and reviewed.
- Plan publication on WGSB website.
- Agree dissemination to agencies, relevant services and professionals.

- The Chair of the West Glamorgan Safeguarding Board will be responsible for making all public comment and responses to media interest concerning the review until the process is completed.