



WESTERN BAY SAFEGUARDING CHILDREN BOARD

TERMS OF REFERENCE Reviewed March 2016

1. CONTEXT

The Social Services and Wellbeing (Wales) Act 2014 gives provision for the lead partner to establish a Safeguarding Children Board to drive improvements to Safeguarding People with measures to ensure public services such as Social Services, the NHS, Police and their partners listed within the act share the children safeguarding responsibility.

The Western Bay Safeguarding Adult Board area follows the collaborative footprint for Public Services in Wales which covers the area set out within ABMUHB - Swansea, Neath Port Talbot and Bridgend.

To fulfil its requirements within the Social Services and Wellbeing (Wales) Act 2014, the WBSCB has been developed at a strategic level to facilitate oversight and collaborative safeguarding arrangements. The WBSCB also recognises that within these arrangements there is likely to remain the need for local operational functions.

2. COMMITMENT AND VALUES

Western Bay Safeguarding Children Board is committed to the UNCRC and believes in the 7 Core Aims for all children and young people which state that they should:

- have a flying start in life
- have a comprehensive range of education, training and learning opportunities
- have the best possible health, free from abuse, victimisation and exploitation
- have access to play, leisure, sporting and cultural activities
- be treated with respect and have their race and cultural identity recognised
- have a safe home and community that supports physical and emotional wellbeing
- not be disadvantaged by poverty

Western Bay Safeguarding Children Board is committed to working to relevant legislation whilst ensuring the circumstances of children, young people and their families are appropriately considered locally across Swansea, Neath Port Talbot and Bridgend.

Western Bay Safeguarding Children Board (WBSCB) will focus on its statutory role to protect those children who are suffering, or at risk of suffering significant harm whilst playing a key role, along with other partnerships, in contributing to the broader agenda of the wellbeing and safeguarding of children.

WBSCB will be committed to the objectives required of all Safeguarding Children Boards established under Part 7: Section 135 of the Social Services and Well Being (Wales) Act 2014 which include

- Work to relevant guidance and legislation as set out in the Social Services and Wellbeing (Wales) Act 2014, Future Generations Act and any other legislation relevant to safeguarding.
- Work to positively promote good standards of practice amongst individuals working with children in need of care and support.
- Undertake steps to foster and maintain a relationship of mutual trust and understanding amongst the partners on the Board in relation to safeguarding and promoting the welfare of children in need of care and support within the area of the Board.
- Bring to the attention of WBSCB details of inspections or internal reviews in relation to your agency or service area.
- Use professional challenge¹, hold agencies to account² in relation to their section 28 responsibilities through annual audit and the monitoring of individual agency performance.

¹ Professional Challenge - The responsibility to inquire in a respectful, constructive manner as to the practices of partner agencies and the Board, which is received positively and answered honestly to assist practice and improve people's lives.

² Holding to Account - When there has been identified issues in professional or organisational standards which are set out in national guidance (or gaps in statutory expectations), Western Bay Safeguarding Adults Board will require assurances in the delivery of actions and a plan with regular review.

3. PRINCIPLES TO GUIDE ACTIONS AND BEHAVIOURS

The WBSCB will use the following guide when undertaking its roles and functions:

- Foster a relationship of mutual trust and understanding amongst the persons or bodies represented on the Board in relation to safeguarding and promoting the welfare of children across Swansea, Neath Port Talbot and Bridgend.
- Co-operate with other Boards and any similar bodies where the Board considers it would be of mutual benefit;
- Seek advice or information where the Board considers that to be desirable for the purpose of any of its functions;
- Clarify the roles and responsibilities of members ensuring adequate representation from agencies and local areas in meetings and a commitment to sharing the workload;
- Create an environment where members are able to professionally challenge and be challenged on their work as a board member;
- Be reflective and self-evaluative;
- Be efficient by avoiding duplication and reducing bureaucracy;
- To adopt national guidance where possible to reduce local differences;
- Focus attention on those aspects where most improvement needed;
- Use a range of methods (newsletters, website etc) to ensure effective communication with a range of audiences eg. General public, practitioners, children and young people;
- Recognise and build on the safeguarding responsibilities of member organisations;

4. FUNCTIONS

In order to fulfil our commitments and values the Board will focus on the following core functions:

- Contribute to ensuring that national policies and procedures are monitored and remain fit for purpose, by engagement with the National Independent Safeguarding Board and other Safeguarding Boards, and to contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board;
- Raise awareness throughout the Board's area of the Board's objectives to protect and prevent adults and children from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved;

- Review the efficacy of measures taken by those Safeguarding Board partners and bodies represented on the Board and by other bodies with safeguarding responsibilities within the area of the Board, either individually or collectively, to implement the objectives of the Board and to make whatever recommendations it sees fit to those bodies in light of such a review;
- Undertake child practice reviews and adult practice reviews, in accordance with regulation 4;
- Undertake audits, reviews and investigations as are required in pursuance of its objectives;
- Monitor the extent to which any recommendations made under paragraph (3) or (4) are being or have been met;
- Review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives;
- Disseminate information about best practice and learning arising from reviews under paragraph (4) or (5), to share information with Board members, other Safeguarding Boards, the National Independent Safeguarding Board, and children and adults who are or may be affected by the exercise of a Safeguarding Board's functions, and to identify, explore and respond to matters arising that affect the fulfilment of the Board's objectives;
- Facilitate research into protection from, and prevention of, abuse and neglect of children and adults at risk of harm;
- Review the training needs of those practitioners working in the area of the Board in order to identify training activities and to provide and to ensure training is provided on an interagency and individual organisational basis to assist in the protection and prevention of abuse and neglect of children and adults at risk of harm in the area of the Board;
- Co-operate or act jointly with another one or more Boards or other similar bodies in Wales, England, Scotland and Northern Ireland, or other jurisdictions, where the Board considers it will assist it to fulfil its objectives;
- Seek specialist advice or information where the Board considers it relevant to assist it to implement its objectives;
- Respond to any notification to the Board in relation to any of its functions;
- A Safeguarding Board may also engage in any other activity that facilitates or is conducive to the achievement of its objectives.

5. WBSCB STRUCTURE

5.1 WBSCB Membership

Membership of the Board consists of the Lead professionals from the agencies outlined in the Social Services and Well Being (Wales) Act 2014 Part 7: Section 134. Individually members are responsible for ensuring that effective and appropriate two way communication processes are in place for dissemination within their organisation, service area or across area they are representing as a Board member.

If unable to attend, members must ensure that their designated deputy attends on their behalf. Designated Deputies should be identified at the beginning of membership and hold sufficient position to act and make decisions on behalf of the Member / organisation.

Membership of the WBSCB, its Management Groups and corresponding members can be found in **Appendix 1**

5.2 WBSCB Management Groups

In order to effectively achieve the WBSCB statutory functions and requirements of its core business and that of the business action plan the following management groups have been established:

- a) Policy, Procedure and Practice Management Group
- b) Strategic Training Management Group
- c) Quality and Performance Management Group
- d) Child Practice Review Management Group
- e) Communication and Engagement Management Group

These Management Groups will be chaired by a member of the WBSCB's Core Membership and will also be held accountable for delivering the Management Group's work plan. In the event that the Chair of a Management Group is not a member of the WBSCB they will become a core member by virtue of their role as Chair of a Management Group.

The membership of the Management Groups and their subsidiary task and finish groups will comprise of personnel within organisations that have the skills and/or expert knowledge to support the overall objective and outcomes of the Management Groups.

Each Management Group will have its own Terms of Reference approved by the WBSCB Core Membership.

A diagram of the WBSCB structure and inter-relationships is provided in **Appendix 2**

8. METHODS OF WORKING

A rotational Chair will be appointed and will fulfil the criteria of chairing as specified in WBSCB Chair Role Profile. The tenure of the Chair will be 2 years.

A Vice Chair will also be appointed from a different member organisation on the Board..

The WBSCB/WBSAB will be managed and supported by a dedicated Business Management Unit consisting of a full time Strategic Business & Development Manager, Two Strategic Business Development Coordinators and Secretary/Administrator.

8.1 Agenda and Reports

Board meetings will be held bi monthly. Where possible the venue for meetings will be held central within the Western Bay Region. Dates and venues will be identified and circulated annually.

Agendas will be planned in advance by the Chair and Strategic Business & Development Manager. Any member of WBSCB can request items to be placed on the agenda of a Board meeting by submitting a written report at least two working weeks before the meeting.

Agendas and report will be circulated one week prior to the meeting.

8.2 Minutes

Minutes will be taken of all Board meetings and actions arising from Board meetings will be circulated within two weeks. Management Group meetings will be recorded using action log methodology against the structured work plans to assist highlight reporting.

8.3 Quoracy/Attendance

The Board requires all statutory agencies to be represented for the meeting to be quorate. Meetings which are considered not to be quorate will be cancelled. Attendance by members and their deputies will be monitored and the Chair of WBSCB will bring issues of attendance to the attention of the chief officer of the relevant agency if considered appropriate by the Board.

9. GOVERNANCE AND ACCOUNTABILITY

The Social Services and Wellbeing (Wales) Act 2014 Part 7: Section 134 determines the lead partner in relation to children and adults safeguarding board areas. This includes the role of the lead partner to establish a relevant safeguarding board for the area for which it is responsible.

Lead Partners should:

- (i) Within 7 days of receipt of a request for information made by Welsh Ministers under section 184 (6), the lead partner should communicate that request to the Chair of the Safeguarding Board;
- (ii) Within 21 days of the request for information being communicated to the Chair of the safeguarding board the chair should put that request to the Board; and
- (iii) Within 28 days thereafter or such time as the Welsh Ministers may specify in their request the lead partner following discussion with the Chair of the Board will, on behalf of the Safeguarding Board provide the Welsh Ministers a response to the request.

Each local authority will identify a body or representative member with responsibility for local oversight and engagement which can be held to account by the WBSCB.

The WBSCB will agree processes for and will monitor its progress and performance through a range of mechanisms including:

- Regular reporting to the each Local Authority LSB or equivalent Executive Board including issues in need of resolution at a higher/ local level
- Local Authority and other partner scrutiny arrangements
- Regular status reports
- Performance Framework
- Business Planning
- Undergoing an annual self audit using the All Wales LSCB Self Assessment & Improvement Tool
- Section 28 responsibilities exception reporting

The WBSCB will coordinate effectiveness of organisations work to safeguard and promote the welfare of children however it is not accountable for their operational work. Therefore each board partner retains their existing lines of accountability for safeguarding and promoting the welfare for children by their services.

Board Partners will be responsible for ensuring that the named individual for their service is appointed and that appropriate mechanisms for communicating the work of the Board is effectively and appropriately disseminated.

Board members will be required to bring to the attention of the Board, any planned or unplanned inspections into safeguarding arrangements within their organisations and share with the Board the outcomes of these inspections.

As part of their membership WBSCB members and representatives agree to:

- Abide by the Board Terms of Reference
- Commit to the role of WBSCB member by adhering and signing the agreed Member Job Description/role profile
- Attend and actively participate in all relevant Board meetings
- Listen, value and respect other opinions and expertise
- Contribute to appropriate professional challenge
- Be prepared to critically challenge and test assumptions and proposals to ensure sound decision-making occurs.
- Contribute to the ongoing development of the WBSCB through commitment to participate in training and planning events.
- Support the Management Groups and wider partnerships, participating and contributing to their ongoing training, development and planning.
- Be accountable for leading, implementing or influencing WBSCB policies and protocols within their agency
- Ensure agency resourcing and contribution to resourcing is adequate and appropriate.
- Ensure strategic agency issues are brought to the attention of the Board.
- Maintain a clear focus on the safeguarding needs of children.
- Meet deadlines as agreed by the WBSCB.
- Contribute to the Board business plan.
- Agree any response to media enquiries with constituent agencies as appropriate.
- Declare a conflict of interest at any time this may arise.

Each Agency will be responsible for monitoring the performance of its own representative(s) and must have procedures for considering reports from its representatives in order to identify any action necessary by the agency or WBSCB.

10. REVIEW OF ARRANGEMENTS

The WBSCB Terms of Reference will be reviewed at least annually in alignment with the Welsh Government Self Assessment and Improvement Tool standards.

APPENDIX 1 - WBSCB Members and Representatives

Core WB SCB Members

Organisation	Post	Name	Area of Responsibility
NPTCBC	Director of Social Services Health & Housing	Nick Jarman	Chairman
South Wales Police	Superintendent	Liane Bartlett	South Wales Police representative/Vice Chair
National Probation Service	Assistant Chief Executive	Eirian Evans	Probation Service representative
Children's Safeguarding Services Public Health Wales	Designated Nurse Child Protection and Looked After Children	Daphne Rose	Public Health Wales and Child Practice Review management Group representative
Children's Safeguarding Services Public Health Wales	Designated Doctor Child Protection and Looked After Children	Lorna Price	Public Health Wales representative
NSPCC	Services Manager	Karen Burrows	Voluntary sector representative
Barnardo's	Strategic Manager	Sarah Bowen	Voluntary sector representative
CVS	NPT CVS	Jill Harding	Local Voluntary Sector representative across WB
Youth Offending Service	Youth Offending Services Manager	Caroline Dyer	Western Bay Youth Offending services and Quality & Performance Management Group

			representative
Prison Service	To Be Confirmed	Jason Evans	Person and youth offending services Swansea, NPT and Bridgend
Bridgend Local Authority	Director of Social Services & Lead Director for CYP	Susan Cooper	Local Authority representative Bridgend CBC
Bridgend County Borough Council	Head of Childrens Services	Laura Kinsey	Children's Services Representative Bridgend CBC
Bridgend County Borough Council	Director of Children's services	Deborah MacMillen	Local Authority representative BCBC
NPT County Borough Council	Lead Director Children & Young People	Aled Evans	Local Authority representative NPTCBC
NPT County Borough Council	Head of Children and young people's services	Andrew Jarrett / Alison Davies	Children's Services Representative NPTCBC
City & County of Swansea	Interim Chief Officer Social Services	Dave Howes	Local Authority representative CCOS
City & County of Swansea	Chief Officer Education	Lyndsay Harvey / Kathryn Thomas	Local Authority representative CCOS
City & County of Swansea	Interim Head of Child and Family Services	Julie Thomas	Children's Services representative CCOS
ABMUHB	Assistant Nurse Director	Cathy Dowling	ABMU Health Board representative
ABMUHB	Assistant Medical Director Primary Care	Dr Matt Stevens	Health Board Representative – Primary Care
Welsh Ambulance Service Trust	Named Professional Safeguarding Children	Ian Smith	WAST representative
Swansea Domestic Abuse Forum	Domestic Abuse Coordinator	Ali Morris	Domestic Abuse Forum: Swansea, NPT and Bridgend
ABMUHB	Lead Nurse Safeguarding Children	Virginia Hewitt	Joint Strategic Training Group
PCC		Siriol Burford	

APPENDIX 2

**Western Bay SAFEGUARDING CHILDREN BOARD
STRUCTURE**

