



# Constitution

December 2017



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## **1. Title**

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- 1.1 The Board will be known as the **East Riding Safeguarding Children Board** (referred to in this document as ERSCB or the Board)

Note: For the purposes of this document safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development; and
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care<sup>1</sup>.

## **2. Purpose and objectives**

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- 2.1 The statutory objectives and functions of ERSCB are outlined in legislation and statutory guidance as follows:

Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

(a) 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

(b) to ensure the effectiveness of what is done by each such person or body for those purposes.

- 2.2 Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the LSCB, in relation to the above objectives under section 14 of the Children Act 2004, are as follows:

(1)(a) developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:

- (i) The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
- (ii) Training of persons who work with children or in services affecting the safety and welfare of children;
- (iii) Recruitment and supervision of persons who work with children;
- (iv) Investigation of allegations concerning persons who work with children;
- (v) Safety and welfare of children who are privately fostered;
- (vi) Cooperation with neighbouring children's services authorities and their Board partners;

(b) communicating 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;

(c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners, individually and collectively, to safeguard and promote the welfare of children and advising them on ways to improve;

(d) Participating in the planning of services for children in the area of the authority; and

(e) Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

Regulation 5 (2), which relates to the LSCB Serious Case Reviews function and

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<sup>1</sup> DfE Working Together to Safeguard Children 2015

regulation 6 which relates to the LSCB Child Death functions, are covered in chapter 4 of this guidance.

Regulation 5 (3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

- 2.3 In order to fulfil its statutory function under regulation 5, the ERSCB 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 ERSCB partners are fulfilling their statutory obligations set out in chapter 2 of this guidance;
  - 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.
- 2.4 ERSCB is not a front-line delivery organisation; rather its objectives are to co-ordinate and ensure the effectiveness of the work undertaken by member organisations, individually and together.

### **3. Statement of values**

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- 3.1 All children deserve to be safeguarded from all forms of avoidable harm and to have the opportunity to achieve their full potential. ERSCB supports the United Nations Convention on the Rights of the Child (1989), and seeks to ensure that all children within the East Riding are protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, sexual abuse and harm caused by witnessing the ill treatment of another, and that their potential as human beings is maximised.
- 3.3 ERSCB believes that in order to achieve these aims, all agencies involved with children and their families must consider the welfare of children central to all their activities, and work closely with other agencies to safeguard and promote the welfare of all children.
- 3.4 ERSCB will promote public confidence in the child protection system by ensuring a proper balance is achieved between intrusion into family life and the necessary protection of children from harm.
- 3.5 ERSCB believes that the welfare and protection of children is the responsibility of all citizens and will promote the work of the Board to all those working with children and the public.
- 3.6 ERSCB believes in the need to increase understanding of the nature of child abuse, through the raising of professional and public awareness as a means to reducing its incidence and effect.
- 3.7 ERSCB will endeavour to develop and promote a learning culture, which seeks to identify areas of vulnerability, and learn lessons in order to pre-empt potential problems. When things do go wrong, attributing blame should be avoided; rather, emphasis should be placed on developing a safe environment to promote evidence-based learning.
- 3.8 ERSCB endorses East Riding Children and Young People's Plan and Health and Wellbeing Board Strategy.

## **4. Accountability**

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- 4.1 ERSCB is independent of any single agency and is not subordinate to nor subsumed within any local structures.
- 4.2 Whilst ERSCB Chair is accountable to the East Riding of Yorkshire Council's Chief Executive (further details outlined in Appendix 1), ERSCB will act as an independent voice in respect of monitoring the quality of child safeguarding arrangements within the East Riding.
- 4.3 It is within the remit of the ERSCB to monitor and scrutinise the safeguarding arrangements of all responsible organisations and bodies within the East Riding area.
- 4.4 ERSCB will have a clear, distinct and independent identity within the East Riding Children's Trust Board arrangements and Children, Families and Schools Directorate.
- 4.5 The ERSCB will provide an annual report to the Chief Executive and Leader of East Riding of Yorkshire Council, the Humberside Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.
- 4.6 The Report will report on the effectiveness of the child safeguarding arrangements within East Riding. Specifically, the report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify weakness, the causes of the weakness and the action taken to address them as well as other proposals for action. The report will also contain lessons from reviews undertaken within the reporting period.
- 4.7 The report should also list the contributions made to the LSCB by partner agencies and details of what the LSCB has spent, including on Child Death Reviews, Serious Case Reviews and other specific expenditure such as learning events or training.
- 4.8 ERSCB will seek a formal response to the challenges set to the Children's Trust and Health and Wellbeing Board to ensure it is an influential participant in informing and planning services for children and young people and families in the area.
- 4.9 Whilst the ERSCB has a role in co-ordinating and ensuring the effectiveness of local individuals' and organisations' work to safeguard and promote the welfare of children, it is not accountable for their operational work. The ERSCB does not have a power to direct other organisations and each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services.

## **5. Role of East Riding of Yorkshire Council's Chief Executive**

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- 1.1 Establishing a Local Safeguarding Children Board is the responsibility of East Riding of Yorkshire Council's Chief Executive. It is also the responsibility of the Chief Executive, after consultation with the Board partners and non-executive members, to appoint or remove the ERSCB Chair.
- 1.2 The ultimate responsibility for the effectiveness of the ERSCB rests with the Chief Executive who will hold the ERSCB to account. This responsibility will be exercised through establishing clear lines of reporting and accountability between the Chief Executive and the ERSCB Chair as outlined in Appendix 1.
- 1.3 The ERSCB Chair and Director of Children, Families and Schools will meet as a minimum bi-annually with the Chief Executive. The ERSCB Chair will meet with the Leader bi-annually. The ERSCB Chair will also attend the Council's Scrutiny Committee as required.

## **6. Chairing**

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- 6.1 The ERSCB Chair has a crucial role in ensuring that the Board operates effectively and secures an independent voice for the Board.
- 6.2 The Chair will be independent of the Local Authority and any of the member agencies. However, the ERSCB Chair will be accountable to the East Riding of Council's Chief Executive for the effectiveness of the ERSCB. The Chair will also be accountable to the ERSCB membership.
- 6.3 The ERSCB Chair will have sufficient standing and expertise in the area of child safeguarding to command the respect and support of all partners. The Chair should act objectively and distinguish their role as ERSCB Chair from any other employment or interests.
- 6.4 The ERSCB Chair will ensure that the work of Board fits within the East Riding Children and Young People's Plan, and the Health and Wellbeing Strategy, and should have a clear work programme, which includes measurable objectives.
- 6.5 The ERSCB Chair will also ensure the ERSCB provides an annual report, to the Chief Executive and Leader of the East Riding of Yorkshire Council, the Humberside Police and Crime Commissioner and the Chair of the Health and Wellbeing Board. The Report will report on the effectiveness of the child safeguarding arrangements within East Riding of Yorkshire.
- 6.6 ERSCB Chair should appoint a Vice Chair who can act on behalf of the Chair in chairing the Board meeting and making key decisions. However, decisions should only be made by the Vice Chair where the Chair has notified the ERSCB Service Manager of their absence, or where all reasonable attempts have been made to contact the Chair and not making a decision would have a detrimental impact on the function of the Board or the welfare of a child. Any such decisions should be notified to, and endorsed by, the ERSCB Chair at the earliest opportunity. The Vice Chair must be a full member of the ERSCB.
- 6.7 The ERSCB Chair should be subject to an annual appraisal by Board members. Where concerns relating to the Chair's effectiveness or competence arise in the appraisal process, the Chief Executive should consider seeking a vote of confidence from the Board (see below).
- 6.8 Whilst the removal of the ERSCB Chair is the responsibility of East Riding of Yorkshire Council's Chief Executive, the decision should only be taken with the approval of the Board.
- 6.9 On receipt, from a Board member, of an expression of no confidence in the ERSCB Chair, the Chief Executive should instruct a full meeting of the Board, chaired by the ERSCB Vice Chair. At the meeting, the case against the ERSCB Chair should be presented by a representative of the Chief Executive along with a statement provided by the ERSCB Chair (either in writing or in person). A vote of no confidence will be carried where there is a simple majority of the agencies<sup>2</sup>.
- 6.10 The Chief Executive may suspend the ERSCB Chair, pending further enquiries and a meeting of the Board, when it is alleged that the Chair has acted in a way which constitutes gross misconduct (e.g. has acted in a way which, to a reasonable person, risks bringing the ERSCB into disrepute) or where the ERSCB's performance has been identified as inadequate by Ofsted.
- 6.11 For further information regarding the profile and role of the ERSCB Chair please see Appendix 1 '*Role specification for ERSCB Chair*'.

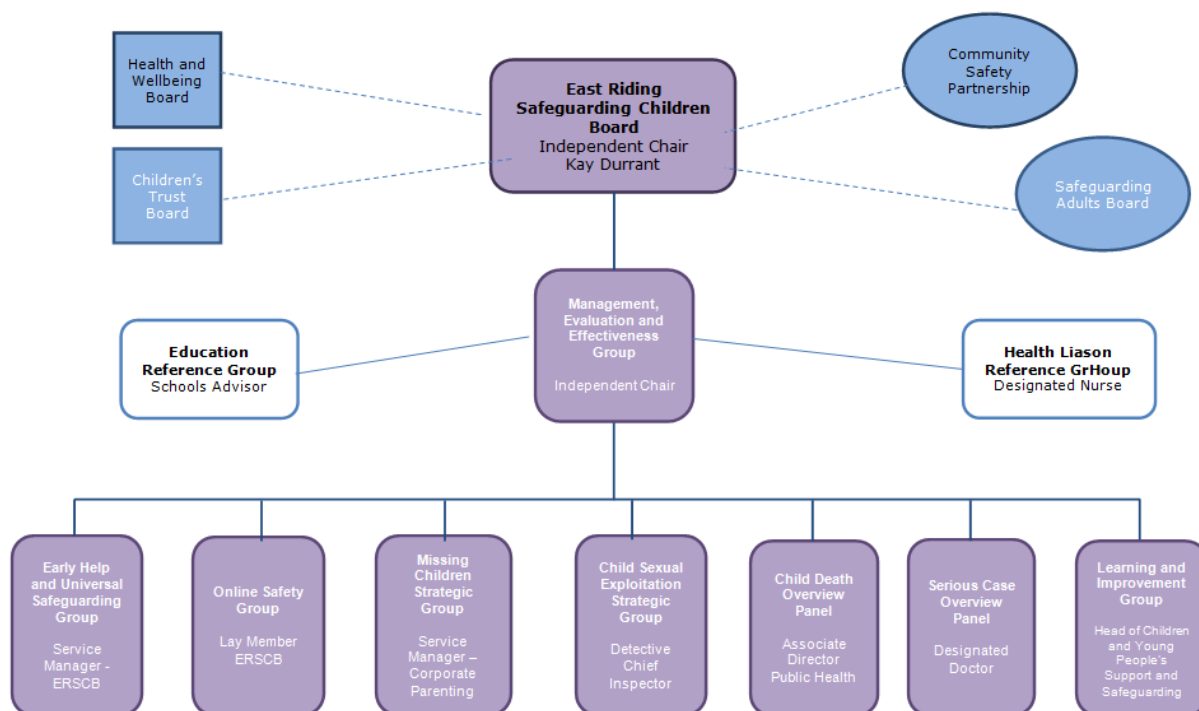
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<sup>2</sup> The vote should only include a single representative of each agency.

## 7. Structure

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### ERSCB Governance Structure



- 7.1 The core responsibilities of each subgroup are outlined in Appendix 4.
- 7.2 Each subgroup will be a member of the Management, Evaluation and Effectiveness Group, where performance of the group, including partner attendance, will be reviewed.
- 7.3 The terms of reference for each sub group will be agreed by the ERSCB and reviewed annually. Minutes of meetings, work plans and exceptional reporting is open for scrutiny by ERSCB, in consultation with group members.

## 8. Membership

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### *Individual member profile*

- 8.1 Named organisations should identify a named person as their ERSCB member, so that there is consistency and continuity in the membership of the ERSCB.
- 8.2 Members are required to be people with a strategic role in relation to safeguarding and promoting welfare of children within their organisation and should be able to:
  - Speak for their organisation with authority
  - Commit or influence their organisation on policy and practice matters
  - Hold their organisation to account.
- 8.3 Designated professionals, ERSCB Officers and others significantly enhance the work and credibility of the Board by providing either, particular expertise, or the perspective and expertise of their profession and therefore should be present as Board advisors.
- 8.4 For further information regarding the profile and role specification of members please

see Appendix 2 'Role specification for ERSCB members'.

### Role of Members

- 8.5 The individual members of ERSCB have a duty, as members, to contribute to the effective work of the ERSCB, for example, in making the ERSCB's assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their own organisation.
- 8.6 For further information regarding the profile and role specification of members please see Appendix 2 'Role specification for ERSCB members'.

## 9. Representation

- 9.1 The statutory organisations within the East Riding of Yorkshire are required to co-operate with the East Riding of Yorkshire Council in the establishment and operation of the ERSCB and will have shared responsibility for the effective discharge of its functions. The following organisations are named in section 13(3) of the Children Act (2004):

<b>Agency</b>	<b>Votes</b>
• Humberside Police	x1
• National Probation Service (Humberside)	x1
• Community Rehabilitation Company	x1
• East Riding NHS Clinical Commissioning Group	x1
• NHS England	x1
• Northern Lincolnshire and Goole Hospitals NHS Foundation Trust	x1
• Hull and East Yorkshire Hospital Trust Services	x1
• York Teaching NHS Foundation Trust	x1
• Humber NHS Foundation Trust	x1
• CAFCASS (Children and Family Courts Advisory and Support Service)	x1
• East Riding of Yorkshire Council's Children, Families and Schools	x1
• Children and Young People's Support and Safeguarding Service (Children's Social Care, Youth Offending Services and Early Years and Family Support)	x1
Additional membership of ERSCB will include:	
• Maintained Schools Representatives (Primary)	x1
• ERYC Virtual Head Teacher, Secondary and Vulnerable Children in Education	x1
• East Riding Voluntary Action Service	x1
• East Riding Housing, Transportation and Public Protection	x1
• Non-executive members	X1
• Director of Public Health	x1
• Designated Doctor	x1
• Humberside Fire and Rescue	X1
Participating observers	
• East Riding of Yorkshire Council's Lead Member for Children, Families and Schools	
ERSCB advisors	
• Designated Nurse	
• Named Doctor	
• ERSCB Service Manager	
• Safeguarding Manager-Independent Charing Service	
• Improvement and Quality Manager	



• ERSCB Board Manager	
• Local Authority Designated Officers	
• East Riding of Yorkshire Council Legal Services	
In addition there is a wider network of partners who ERSCB have established links with:	
• Children’s Participation and Rights Team	

Legal advice will be provided by the East Riding of Yorkshire Council’s Legal Services.

## **10. Board meetings**

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- 10.1 The ERSCB will meet quarterly, with meeting dates set a year in advance.
- 10.2 The ERSCB will work to an agenda, developed by the ERSCB Chair and Service Manager, which will be distributed at least one week in advance of the meeting. The agenda will include items submitted by Board members along with items agreed by the Board in previous meetings.
- 10.3 Agenda items submitted by Board members should be received in writing at least two weeks prior to a meeting of the Board.
- 10.4 Board members who are unable to attend should inform the ERSCB Board Manager prior to the meeting.

## **11. Decision-making**

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- 11.1 The ERSCB aims to make decisions by a consensus of all members although the ERSCB Chair is ultimately responsible for any decision made by the Board. Exceptions are:
  - A vote of no confidence in the ERSCB Chair (see section 6: chairing)
  - Recommending or endorsing the position of ERSCB Chair
  - Changes to the ERSCB constitution (see section 19: changes to the constitution)
- 11.2 Voting is allocated by agency and Service Directorate. Therefore, in order to achieve an appropriate balance of influence each Board member can only exercise a single vote (see section 9: representation). ERSCB advisors and participating observers are not entitled to vote.
- 11.3 Any matter requiring a decision to be made by ERSCB between meetings and which does not, in the opinion of the Chairperson, require a special meeting to be convened, will be decided by the Chairperson. Any decision made should be reported and ratified at the next full ERSCB.

## **12. Complaints**

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- 12.1 In circumstances in which a member of the public wishes to complain about how the ERSCB Business Team have conducted their work, including the completion of Serious Case Reviews, the Independent Chair will receive the complaint and liaise with the complainant to find a resolution. Where the complaint directly involves the Chair, or where the Chair is unable to resolve the complaint, the ERSCB will engage an Independent Person of sufficient experience to review the complaint, or the outcome concluded by the independent chair. The process will be undertaken within a reasonable timescale, agreed with the complainant, depending upon the nature of the complaints. The findings of the Independent Person will be final. Complaints about all other aspects of the Safeguarding Unit’s responsibilities will be referred to the Local Authority’s Children’s Services complaints service.

12.2 The ERSCB escalation protocol and process can be found at [www.erscb.org.uk](http://www.erscb.org.uk)

### **13. Resolution of professional disagreement**

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- 13.1 It is acknowledged that on occasions issues may arise between constituent partners, or concerns about the effectiveness of a partner agency, which if unresolved may act to impede the effectiveness of ERSCB.
- 13.2 It is the responsibility of each agency representative to adopt the highest standard of professional conduct, and to attempt to resolve any issue close to the organisational level where the issue arose.
- 13.3 Where a resolution cannot be reached the matter should be referred to the ERSCB Chair, who will identify a person to make such enquiries as are considered necessary. The enquiries should endeavour to understand the nature and causes of the dispute and make recommendations as to a resolution.
- 13.4 Where an issue relates to concerns about the effectiveness of a partner organisation in safeguarding and promoting the welfare of children, the matter should be referred to the ERSCB Chair, who will identify a person/s to make such enquiries/audits as are considered necessary. The enquiries/audits should seek to establish the validity or otherwise of the concerns and make recommendations as to what action should be taken to address the issue. The partner agency should then produce a plan of action based on the recommendations, which should be submitted to the ERSCB.
- 13.5 Where the ERSCB is not satisfied that the planned action to improve performance will be adequate, the ERSCB Chair, or a person designated by the Chair, will explain the concerns to those persons or organisations that need to be aware of the failing and may be able to take action. This may be to the most senior person in the partner organisation, the relevant inspectorate, or if necessary, to the relevant Government Department.

### **14. Quoracy**

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- 14.1 A meeting of the ERSCB requires eight members representing four separate agencies to be quorate.
- 14.2 No decisions can be made without the meeting being quorate.

### **15. Records**

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- 15.1 The minutes of ERSCB, along with any meetings held on its behalf, will be entered as a permanent record and submitted for approval at the next meeting. Minutes will be circulated 10 working days after the meeting was held.
- 15.2 The meetings of the ERSCB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and posted on the ERSCB website.

### **16. Funding**

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- 16.1 The ERSCB constituent agencies will contribute annually, at an agreed payment level or, where previously agreed, through services in kind to the funding required to meet the responsibilities, duties and objectives of the ERSCB. Any proposed changes in funding should be formally notified, including reasons for the change, to the Independent Chair at least six months prior to any changes being implemented.

- 16.2 The financial year will run from the 1<sup>st</sup> April to the 31<sup>st</sup> March each year, with contributing agencies being invoiced by the 1<sup>st</sup> December each year.
- 16.3 East Riding of Yorkshire Council, on behalf of ERSCB, will act as accountable body and administer the interagency budget.
- 16.4 A financial statement will be produced in the Annual Report.

## **17. Information sharing**

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- 17.1 The ERSCB can require any person or body to comply with a request for information (Children Act 2004 s14A). This can only take place where the information is essential to carrying out the ERSCB's statutory functions.
- 17.2 Any request for information about individuals must be 'necessary' and 'proportionate' to the reasons for the request. When requesting information the ERSCB will be mindful of the burden of requests and will explain why the information is required.
- 17.3 Information, including service user identifiable sensitive information, will typically be requested by the ERSCB for the purpose of undertaking case reviews and as part of the ERSCB's improvement and learning functions.
- 17.4 Information can only be requested by the ERSCB Chair or ERSCB Unit Officers acting on behalf of the ERSCB Chair.

## **18. Business plan**

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- 18.1 The ERSCB will produce a business plan. The business plan will be developed in consultation with Board members. The ERSCB Management, Evaluation and Effectiveness Group will be responsible for coordinating the development of the plan, which will be submitted to the group for amendments prior to being submitted for final approval to the full ERSCB.
- 18.2 Subgroup Chairs will report on the progress to the MEE group of those areas within the business plan that fall within their area of responsibility. An overview will be provided to ERSCB. Where an objective fails to be met within the agreed timescale an explanation will be provided by the Subgroup Chair and recorded in the minutes. The Subgroup should report completed objectives in writing, with the report outlining the effectiveness of the completed objective. Performance information, quality assurance activity and the experiences of children, families and practitioners will be used as a measure of effectiveness.
- 18.3 The ERSCB Service Manager, in order to identify the progress of the plan, will coordinate the production of an annual report. The annual report will include reports from each Subgroup Chair in respect of progress within their areas of responsibility.
- 18.4 The ERSCB business plan will be a public document and posted on the ERSCB website.

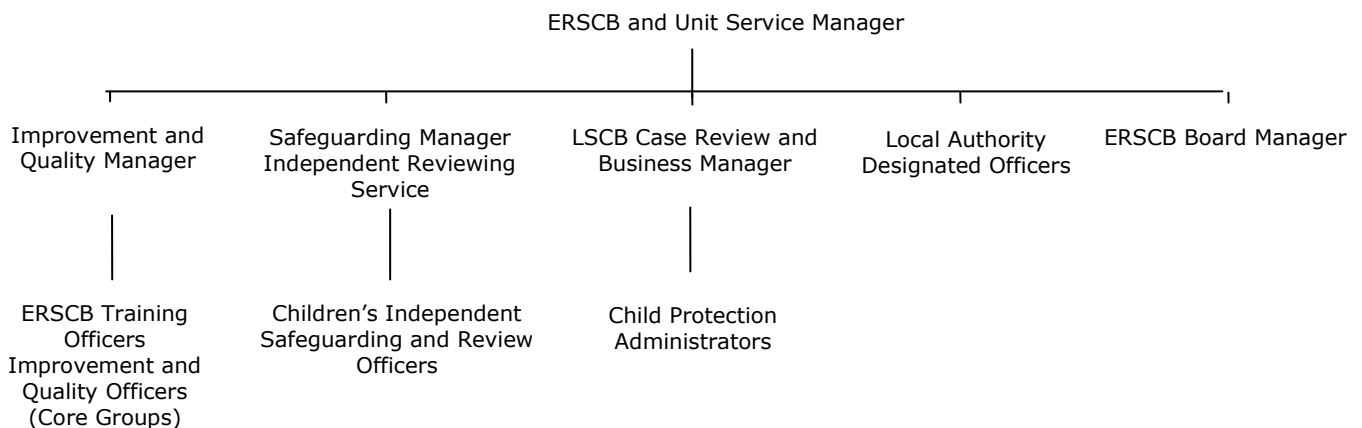
## **19. Amendments to the constitution**

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- 19.1 The Constitution will be formally reviewed every two years and may only be amended at other Board meetings by a three quarter majority of the total membership, provided notice of the proposed amendment is given in writing to the Chair no later than 5 working days before the meeting at which the amendment is to be considered.

## 20. The ERSCB and Safeguarding Unit

- 20.1 The ERSCB Business Team is based together with the Local Authority's Safeguarding Children Unit.
- 20.2 The role of the ERSCB Business Team is to support the ERSCB Chair and Board. Whilst hosted by East Riding of Yorkshire Council, the ERSCB Business Team will act independently in supporting the business of the Board.
- 20.3 The ERSCB Business Team and Safeguarding Unit has dedicated officers, based within the Council, whose roles all have a multi-agency and independent component:
- ERSCB and Unit Service Manager
  - Safeguarding Manager-Independent Chairing Service
  - Improvement and Quality Manager
  - ERSCB Training Officer (x 2)
  - ERSCB Board Manager
  - ERSCB Case Review and Business Manager
  - Children's Safeguarding and Independent Reviewing Officers (CISRO's) (x 8)
  - Local Authority Designated Officer (x 2) (including a dedicated schools LADO)
  - Child Protection Administrator (x 4)
- 20.3 The ERSCB and Unit Service Manager is line managed by the Head of Children and Young People's Support and Safeguarding Service, although the role is accountable to the ERSCB Chair who will provide regular consultative supervision.
- 20.4 The ERSCB and Unit Service Manager is required to act on behalf of and support the ERSCB Chair in promoting the safeguarding interests of children within East Riding. Where conflict arises between the ERSCB Manager and any Board member or agency, including their line manager, the issue should be referred to the Chair of the ERSCB. Where an issue cannot be resolved or where it is considered that there is a conflict of interest, the matter should be referred to the full ERSCB.



- 20.5 The Local Authority Designated Officer's (LADO) will investigate allegations against people who work with children.
- 20.6 The Improvement and Quality Manager and Training Officers will be responsible for the delivery and evaluating of the impact of multi-agency training.
- 20.7 The officers will be employed by East Riding of Yorkshire Council and subject to the council's terms and conditions of employment.
- 20.8 The ERSCB Service Manager will have authority to act as the Board's budget holder for the authorisation of payments.

## **21. Child Protection Conference and Look After Children Review system**

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- 21.1 The ERSCB oversees the effective operation of the child protection conferencing and reviewing system provided by the Local Authority. This function will be exercised directly by Safeguarding Manager – Independent Review Service.
- 21.2 Working Together 2015 states that child protection conference Chairs are accountable to the Director of Children’s Services (DCS). This requirement will be exercised via the Service Manager through their accountability to CYPSSS Head of Service.
- 21.3 In their role of Independent Reviewing Officers (IRO) for looked after children, the IRO has an independence from any single agency, including the ERSCB. Where an IRO assesses that a looked after child’s human rights are being compromised or breached they have an individual duty to take action, within the relevant statutory guidance. In such cases, the ERSCB and Unit Service Manager will be in a consultative role.
- 21.4 Monitoring of the child protection and looked after functions falls within the ERSCB’s learning and improvement framework with a range of measures and indicators being reported to the Board at least twice yearly.

## **22. Governance**

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- 22.1 East Riding of Yorkshire Council’s Chief Executive will be responsible for establishing ERSCB and for assuring the Board’s effectiveness via the ERSCB Chair.
- 22.2 The ERSCB Chair and Director of Children, Families and Schools will meet quarterly with the Chief Executive. The ERSCB Chair will meet with the Leader bi-annually. The ERSCB Chair will also attend the Council’s Scrutiny Committee as required.
- 22.3 The ERSCB will work closely with the Children’s Trust Board in respect of the child safeguarding elements of the Children and Young People’s Plan. To promote this relationship, the ERSCB Chair will be a member of the Children’s Trust Board and will provide reports to the Trust Board in relation to progress against the staying safe element of the Children and Young People Plan.
- 22.4 The Children’s Trust Board will be represented on the ERSCB by the Director of Children, Families and Schools. Where required, reports or attendance by members from East Riding’s Children’s Trust may be requested by the ERSCB from the Children’s Trust Board.
- 22.5 ERSCB will provide an annual report, to the Chief Executive and Leader of East Riding of Yorkshire Council, the Humberside Police and Crime Commissioner and the Chair of the Health and Wellbeing Board. ERSCB will seek a formal response to the challenges set to the Children’s Trust and Health and Wellbeing Board to ensure it is an influential participant in informing and planning services for children and young people and families in the area.
- 22.6 The day to day work of the ERSCB will be delivered by the ERSCB Unit working to the ERSCB Business Plan and the direction of the ERSCB Chair. Individual work streams will be overseen by the ERSCB Subgroup Chairs who will report to the Management, Evaluation and Effectiveness Group. A summary of activity and appropriate concerns will be reported to ERSCB on a quarterly basis.

## **Appendix 1: Protocol setting out Governance Arrangements between**

- a) The Local Authority (Chief Executive, Lead Member and Director of Children, Families and Schools) and the Independent Chair of East Riding Safeguarding Children Board (ERSCB)**
- b) The Health and Wellbeing Board, The Children's Trust and ERSCB**

Working Together 2015 sets out new requirements for accountability arrangements for LSCBs. These arrangements have informed the OFSTED inspection framework which now includes a review of the effectiveness of the Local Safeguarding Children Board. This protocol sets out to clarify roles and accountabilities in the light of these new arrangements.

"The Children Act 2004 places the statutory duty on the local authority (LA) to establish a Local Safeguarding Children Board (LSCB). This is defined as a social services function and as such is the responsibility of the Director of Children's Services (DCS).

The DCS is also responsible for the local authority's duties to provide support to children and their families under the Children Act 1989, and for the implementation of the children and young people's plan produced by the Children's Trust Board (CTB).

### **The DCS must ensure:**

- that the LA and its partners cooperate to improve the wellbeing of children in the LA's area; and
- that the LA's functions are discharged having regard to the need to safeguard and promote the welfare of children."

### **Working Together 2015**

Working Together 2015 Chapter 3, paragraphs 12-15, sets out the following requirements in relation to the Chief Executive, DCS and Independent Chair:

- Every LSCB should have an independent chair who can hold agencies to account.
- It is the responsibility of the Chief Executive to appoint or remove the LSCB Chair with the agreement of a panel including LSCB partners and non-executive members.
- The Chief Executive, drawing on other LSCB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSCB.
- The LSCB Chair should work closely with all LSCB partners and particularly with the Director of Children's Services, who has responsibilities under the Children Act 2004, for improving outcomes for children, local authority children's social care functions and local cooperation arrangements for children's services.

Working Together 2015 Chapter 3, paragraphs 16-18, sets out the requirement for the Independent Chair to publish an annual report of the effectiveness of child safeguarding and promoting the welfare of children in the local area. The report should:

- Provide a rigorous and transparent assessment of the performance and effectiveness of local services, and include lessons from reviews
- Relate to the previous financial year and fitting with local agencies' planning, commissioning and budget cycles
- Include financial contributions to and expenditure of the LSCB
- Be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board

### **OFSTED Inspection Framework**

Inspection of the effectiveness of LSCBs will include consideration of the governance arrangements, and how the degree to which they enable statutory partners (including the Health and Wellbeing Board and Children's Trust) to assess whether they are fulfilling their statutory responsibilities to help, protect and care for children and Young people. Evidence

will be sought that this leads to clear improvement priorities that are incorporated into a delivery plan that improves outcomes

## **The Role of the Independent Chair of the ERSCB**

- a) The Chair of the ERSCB is independent of local agencies, and must make certain that the Board operates effectively.
- b) The Chair is a member of the East Riding Children's Trust, and has an independent voice within the Trust. The Chair provides information, appropriate challenge, and influence to the Trust, and ensures that the work of the Trust is communicated to the ERSCB.
- c) The Chair is responsible for the preparation of the ERSCB Annual Report and ensures it is presented to the Health and Wellbeing Board and to the Local Authority Scrutiny Committee.
- d) The Chair ensures that the strategic direction for the ERSCB is set out and drives through delivery of the ERSCB's business by brokering relationships between key partners and quality assuring strong business planning processes.
- e) The Chair provides leadership to the ERSCB ensuring that it discharges its functions effectively in accordance with its constitution, legislation, regulations and guidance.
- f) The Chair also ensures that the ERSCB is appropriately 'holding the ring' with regard to the multi-agency safeguarding system
- g) The Chair is responsible for oversight of the governance arrangements for the ERSCB and the proper and effective conduct of the Board and the matters considered by the Board, and its sub groups.
- h) The Chair holds the 'whole' system to account by their ability to challenge any agency practice which is not fulfilling the primary purpose of the ERSCB - keeping children in the East Riding safe.
- i) The Chair has a key ambassadorial role both within and beyond East Riding, in promoting the work of the ERSCB. This includes links with the local Police and Crime Commissioner and the Family Courts.
- j) The Chair has a 'troubleshooting' role picking up issues at the interface between the partner agencies.
- k) The Chair ensures that decisions and actions from ERSCB meetings are progressed by partner agencies as required.
- l) The Chair ensures that the ERSCB is advised about the performance of the safeguarding system, and any issues which need to be addressed.
- m) The Chair ensures that the voice of children and young people is heard and taken account of in the work of the ERSCB
- n) The Chair of the ERSCB acts as the public face of multi-agency safeguarding in cases of media interest
- o) On behalf of the Board, the Chair will ensure that the Board Manager is managing the ERSCB budget appropriately according to the priorities set by the Board
- p) The Chair is responsible for leading discussion with partners around contribution to and use of the budget.

## **Accountability Arrangements**

- a) The ERSCB Chair is accountable to the Local Authority via the Chief Executive working closely with the Director of Children, Families and Schools (CFaS) and the Local Authority for the effectiveness of the Chair's role. The Chair equally holds the Chief Executive and the CFaS to account with regard to their roles in safeguarding and promoting children's well being.
- b) The ERSCB Chair meets at a minimum twice a year with the Chief Executive, who holds the Chair to account through examination and challenge of the annual report and through appraisal of the Chair's effectiveness in the role. The Chair/Chief Executive will arrange additional meetings as and when required.
- c) The ERSCB Chair and the DCS have an ongoing direct relationship and meet regularly (approximately monthly) to discuss safeguarding children and the promotion of their well being across the authority and the safeguarding system. The DCS is a member of the ERSCB and the Children's Trust, and contributes to the annual appraisal of the ERSCB Chair.
- d) The ERSCB Chair is a member of the Children's Trust Board, providing, contributing to the planning of services for children and young people and influencing priority setting.
- e) The ERSCB Chair meets at a minimum twice a year with the Deputy Leader of the Council in his/her role as the Chair of the Health and Wellbeing Board. The meeting



enables key strategic issues to be highlighted and reflected in priorities of both Boards. The ERSCB Annual Report is presented to the Health and Wellbeing Board.

- f) The Lead Member attends ERSCB meetings and takes part in key Board events, such as the Section 11 challenge. The Lead Member contributes to the annual appraisal of the ERSCB Chair.

### **Eligibility restriction**

In order to achieve an independent voice for the ERSCB, and in reflection of the particular lead role of the local authority, the Chair will not be an employee of the East Riding of Yorkshire Council or any of the Board's constituent agencies.

### **Function of role**

- a) To provide leadership to East Riding Safeguarding Children Board (LSCB), ensuring that it discharges its functions effectively in accordance with its constitution, legislation, regulations and guidance.
- b) To ensure that the LSCB co-ordinates and monitors the effectiveness of safeguarding/statutory services for children across the partnership
- c) To ensure that the LSCB provides appropriate challenge to partners, through the Children's Trust Board and Health and Wellbeing Board, on their success in fulfilling their statutory responsibilities to help (including early help) protect and care for children and young people, particularly in ensuring children and young people are kept safe.

### **Accountability**

1. The LSCB Chair is accountable to the Chief Executive of the Local Authority via the Director of Children's Services for the effectiveness of his/her work as chair.
2. The LSCB Chair will:-
  - discharge any power delegated to the Chair from the Board
  - provide a strong and independent voice for the LSCB
  - ensure LSCB fulfils its statutory obligations as set out in the Children Act 2004, Apprenticeships, Skills, Children and Learning Act 2009, the Local Safeguarding Children Board Regulations 2006 and Working Together 2013
  - meet with the Chief Executive, Director of Children, Families and Schools (CFaS), and the Lead Member as defined by protocol
  - bring any areas of concern to the Chief Executive of the Local Authority, Director of Children, Families and Schools, Leader of the Council and Lead Member as appropriate.

### **Main areas of responsibility**

1. To chair meetings of LSCB ensuring that they are conducted in accordance with the constitution and to:
  - agree LSCB meeting agendas, the preparation of any associated papers, ensuring distribution one week in advance of each meeting
  - agree the minutes of chaired meetings and ensure distribution to LSCB members and other parties as specified within the Constitution
  - ensure that decisions and actions from LSCB meetings are progressed as required.
2. To ensure that Serious Case Reviews are undertaken in accordance with regulations and guidance within agreed timescales and that lessons are disseminated effectively.
3. To ensure that Childhood Deaths are reviewed in accordance with regulations and guidance
4. To be a member of the Children's Trust Board, advising on safeguarding matters and identifying issues that need to be addressed by the Children's Trust Board.
5. To ensure that LSCB contributes effectively to the Children and Young People's Plan
6. To ensure the voices and experiences of children, young people and their families inform the work of LSCB.
7. To facilitate a resolution and response to complaints in relation to any aspect of the Board's work and to provide independent arbitration as necessary when conflicts of interest arise within LSCB.
8. To review the membership of the Board and its various sub-groups to ensure that

members are representative of the community and that members work in accordance with the Role Specification of LSCB Members.

- 9 To ensure the production of the LSCB Annual Report on the effectiveness of safeguarding in East Riding and LSCB Business Plan, ensuring publication and monitoring of objectives
- 10 To ensure the implementation of an effective performance management framework
- 11 To be responsible, in conjunction with the LSCB Manager, for the management of the LSCB budget, including securing contributions from partner agencies; overseeing the allocation of LSCB resources (financial and human) and ensuring they are utilised to meet LSCB's objectives.
- 12 To ensure LSCB partners and members act in accordance with the Constitution and to ensure they are held to account with regard to their agency/organisations' safeguarding arrangements.
- 13 To ensure the development of LSCB sub-groups/working group work plans and scrutinise delivery against agreed objectives.
- 14 To contribute, when required, to LSCB events and to represent LSCB at national and regional meetings.
- 15 To represent LSCB in public statements and in interviews with the media, as appropriate.

## **Person specification**

### Professional – Skills, Knowledge and Experience

1. Working knowledge and experience of safeguarding legislation (Children Acts 1989 and 2004) Apprenticeships, Skills, Children and Learning Act 2009, regulations (including The Local Safeguarding Children Boards Regulations 2006) and government guidance relevant to this role (including Working Together to Safeguard Children 2006/2010).
2. Knowledge and experience of policy, practice and research and its application.
3. Excellent written and verbal communication skills, including the ability to speak in public and represent LSCB effectively at national or local fora and at media events.
4. Experience of effective chairing of complex professional multi-agency meetings at a senior level.
5. Ability and willingness to identify and challenge constructively unsatisfactory performance at individual and organisational level
6. Ability to think objectively at a strategic level.
7. Skills in negotiating, sufficient to assist in resolving conflict between agencies.
8. Experience at a senior level in the field of child protection in the public or voluntary sector
9. Recognised professional qualification in social care, health, education or legal discipline of a standard to command professional respect.

### Personal Qualities

1. Organisational abilities which ensure the smooth operation of LSCB, including appropriate delegation to LSCB members and the staff team.
2. Positive, assertive leadership style which commands professional respect.
3. Self-motivated and able to work independently.
4. Commitment to high standards of integrity and confidentiality.
5. Commitment to service development and improvement.
6. Commitment to challenging oppression and discrimination and a respect for diversity.
7. Commitment to improving outcomes for children, demonstrable through previous or current professional or voluntary activities.

## **Salary**

The post is Sessional with expenses paid for work, representation or training undertaken for or on behalf of the Board.

## **Tenure**

The appointment of the ERSCB Chair will be confirmed by the Chief Executive every two years by a simple majority of the ERSCB.

## **Appendix 2: ERSCB membership**

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### *Role specifications for ERSCB members and advisors*

It is not appropriate for the ERSCB to specify which individuals, or roles, should represent constituent agencies. Rather, agencies should be asked to nominate individuals in roles that fit the requirements of the ERSCB specification.

### **Responsibilities**

- To participate fully and take an active part in the work of the Board
- To be prepared to be part of working groups, as required, established by the Board
- To ensure appropriate representation from the Board members' own agency on sub groups established by the Board
- To take responsibility for ensuring that any actions agreed by the Board are effectively carried out within agencies, including recommendations of Serious Case Reviews
- To be prepared to contribute to Serious Case Reviews.

### **ERSCB members requirements**

Members must be in an appropriate role within their agency to allow them to represent that agency, and to ensure that agency's contribution to the work of the Board.

In particular they must be able to:

- Ensure appropriate agency commitment of resources
- Implement changes to practice within their own agency
- Ensure appropriate responses to strategic and policy recommendations of the Board within their own agency
- Ensure their agency commits fully to performance management/audit initiated by the Board
- Ensure their agency contributes fully to training arranged by the Board
- Report back to the Board regarding progress in their agency in the above areas of work.

Note: It is recognised that some members may not satisfy the above criteria but bring an authority by virtue of their expertise, or through their representation of a key professional group or body. Such members should be able to significantly enhance the work and credibility of the Board by providing either particular expertise or the perspective and expertise of their profession or position.

### **ERSCB advisors requirements**

It is recognised that some members may not satisfy the above requirement but bring an authority by virtue of their expertise, or through their representation of a key professional group or body. Such members should be able to significantly enhance the work and credibility of the Board by providing either particular expertise or the perspective and expertise of their profession or position.

Typically, advisors will be designated safeguarding professionals within the health service, ERSCB Unit manager and safeguarding advisors and representatives from specialist services.

### **Personal qualities**

- Wholly committed to safeguarding children, and the principle that the welfare of the child is paramount
- Actively committed to equality of opportunity, and combating discrimination
- Committed to seeking out, and listening to, the views of children

- Committed to the principles of the UN Declaration of the Rights of the Child
- Committed to the principles of multi-agency and multi-disciplinary working across the statutory and voluntary sectors
- Committed to promoting awareness of safeguarding issues across the community
- Committed to working in partnership with families and communities
- Committed to working on the basis of research, and evidence-based practice.

### **Knowledge**

- Familiarity with key legislation, and national and local guidance regarding safeguarding
- Maintaining awareness of new developments in legislation and guidance
- Broad understanding of multi-agency child safeguarding practice
- Detailed understanding of child protection practice within own agency
- Awareness of evidence base for good practice, and of current and newly emerging research.

In addition some Board members may bring an additional component of expert knowledge, which may be utilised as required by the Board.

### **Appendix 3: Non-Executive Member**

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The Nature of Non-Executive Member as laid out in Working Together to Safeguard Children 2015

The Apprenticeships, Skills, Children and Learning Act 2009 amends sections 13 and 14 of the Children Act 2004 (c.31) and provides for the appointment of two representatives of the local community to each local safeguarding children board (LSCB) in England.

The local authority must take reasonable steps to ensure that the LSCB includes two non-executive members from the local community.

#### The Role of a Non-Executive Member

The role for non-executive members should in particular relate to:

- supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the LSCB's child protection work in the wider community;
- challenging the LSCB on the accessibility by the public and children and young people of its plans and procedures; and
- helping to make links between the LSCB and community groups.

Non-executive members should operate as full members of the LSCB, participating on the Board itself and on relevant committees.

Key tasks associated with the role are as follows:

- attend Board meetings, a maximum of 4 meetings a year;
- read papers and reports in preparation for Board meetings;
- ask appropriate questions on issues at Board meetings;
- assess evidence and information provided at meetings to form views and opinions;
- contribute to the formulation of Board recommendations;
- chair one of the ERSCB sub-groups (a maximum of six meetings a year);
- undertake work on assigned tasks agreed by the Board;
- report back to the Board on the findings of assigned tasks;
- follow up on recommendations to monitor progress and improvement.

#### Non-Executive Member Person Specification

The following skills and knowledge are required to effectively carry out the role:

- no formal educational qualifications are necessary but applicants must have effective communication skills, particularly listening and questioning skills;
- be interested in and have an understanding of community and social issues, preferably with a proven track record of involvement in these;
- the ability to analyse, understand and make decisions based on complex information both in written and numerical form;
- be able to reach decisions and recommend actions based on information available;
- experience of attending and contributing to meetings and the ability to chair meetings;
- the ability to look at safeguarding issues from across East Riding and beyond;
- the ability to work as a team with other Board members and Council officers;
- an interest in safeguarding and the protection of children's well-being;
- an awareness of and commitment to equality and diversity;
- be able to challenge, constructively, the views and assumptions of senior professionals; and
- be able to maintain confidentiality appropriate to the circumstances and local protocols.

In order to ensure the “non-executive” status of those who are appointed to the role, there are certain categories of people who are ineligible for appointment due to their current or previous experience. These comprise:

- Members of Parliament
- Local Authority Councillors
- any person in paid employment within any of the organisations that are represented on East Riding Safeguarding Children Board
- anyone whose paid employment involves working with services that fall within the remit of East Riding Safeguarding Children Board or any of its partner agencies. A similar exclusion may apply to voluntary work where the primary focus is with East Riding Safeguarding Children Board.

An informal review should be conducted once every 3 years between the Non-executive Member and the ERSCB Chairperson.

## **Appendix 4: Subgroups**

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ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups

- Will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and subgroup work;
- Meetings will be held quarterly, will last for no longer than two hours.
- The agenda for each meeting will be agreed with the Chair prior to circulation. Any member of the group is entitled to put an item forward for the agenda. Minutes from meetings will usually be issued within 10 working days of the meeting.
- At the end of each meeting, any key messages for the East Riding Local Safeguarding Children Board will be agreed. The team will identify a person at the end of each meeting if appropriate to work for consideration with the editor of the East Riding Local Safeguarding Children Board Newsletter to communicate the key messages.
- It is the responsibility of each member to declare any conflict of interest with an agenda item either at the start of the meeting or as the discussion unfolds.
- All meetings will:
  - Start and end on time as agreed.
  - Show respect for, and value the contribution of each member.
  - Encourage all members to participate.
  - Ensure that the agreed work plan is developed and progressed at each meeting.
- Progress will be monitored by:
  - Number of times the meeting is held in accordance with its Terms of Reference.
  - Number of times the meeting is quorate.
  - Level and spread of attendance at meetings.
  - Delivery of the work plan.
  - Feedback to the Management, Evaluation and Effectiveness group and where appropriate East Riding Safeguarding Children Board.
  - Feedback from participants by way of the annual report.

## Management, Evaluation and Effectiveness Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Independent Chair ERSCB

### **Purpose**

To ensure compliance with safeguarding arrangements across all key partner agencies, through the development of action plans to take forward the relevant objectives of the ERSCB Business Plan, specifically the coordination of performance information in relation to safeguarding across key partner agencies with the aim of improving service delivery and outcomes for all children and young people in the East Riding.

### **Responsibilities**

1. Drive forward the Business Plan work streams by overseeing the work of the ERSCB subgroups.
2. Develop multi-agency audit tools to monitor the effectiveness of work undertaken by partners and the impact of services on outcomes for children and young people.
3. Plan and undertake themed audits in relation to relevant areas of interest or areas requiring further analysis as a result of performance information, inspection findings, the Child Death Overview Panel, Serious Case Reviews and Learning and Improvement Framework.
4. Undertake a rolling programme of multi-agency audits and lead on the development of improved systems within and across partner agencies to implement recommendations following audit findings.
5. Make periodic presentations to relevant teams within key partner agencies on findings from the Learning and Improvement Framework and understanding of core requirements and gather feedback to inform service improvement.
6. Consider areas and aspects of service provision referred to the group via the Chair for evaluation and scrutiny. This will include practice standards issues referred to the group via the Escalation Protocol and Process.
7. Recognize and report on good practice and encourage all agencies to continually improve their service to children and young people.
8. Maintain a current work plan and provide information as requested to East Riding Local Safeguarding Children Board Annual Report and Business Plan.
9. Produce an annual report describing the activities of the group and submit this to the East Riding Safeguarding Children Board.
10. Agree the Terms of Reference and Work Plan with East Riding Safeguarding Children Board on an annual basis.



## Early Help and Universal Safeguarding Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Service Manager for East Riding Safeguarding Children Board and Unit

**Purpose:** The overall aims and objectives of the Early Help and Universal Safeguarding (EHUS) Group are to evaluate the effectiveness of the early help offer provided by partner agencies, with a view to promoting improvement.

### **Responsibilities**

Core responsibilities of the EHUS Group are to:

1. Develop and encourage a culture of listening and responding to the voice of children and young people across key partner agencies;
2. Through information from agencies, to ensure systematic feedback is in place and reviewed to improve and impact on service delivery;
3. To continue to develop safeguarding advice material that is accessible and pertinent to experiences of children and young people living in the East Riding;
4. To utilise the views and experiences of children and young people to inform East Riding Safeguarding Children Board activity;
5. To raise awareness of safeguarding, promoting that safeguarding is everyone's responsibility to ensure concerns are raised in a timely manner;
6. Ensure there are effective arrangements in place for information sharing and multi-agency working;
7. Work to reduce the incidences and impact of harm to children and young people;
8. To develop action plans and take forward the relevant objectives in the ERSCB Business Plan.

## Online Safety Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

Chair: Lay Member -ERSCB

**Purpose:** The overall purpose of the group is to monitor and evaluate the effectiveness of what is done by both local authorities and board partners individually and collectively to safeguard and promote the welfare of children in the real and virtual world and advise those agencies on ways to improve.

### **Responsibilities**

Core responsibilities of the Online Safety Group are:

1. To develop an effective Online Safety Strategy;
2. To support the development of policies, procedures and protocols in order that all professionals (paid and non-paid), parents/carers, children and young people, in communities throughout the East Riding of Yorkshire, are able to access and utilise technology safely to aid their enjoyment and achievement;
3. To ensure professionals and volunteers working with children and families are aware of the policies, procedures and protocols that can assist them in ensuring children and young people are able to access technology safely;
4. To ensure that Online Safety is incorporated into all aspects of work with children and families;
5. To ensure up-to-date training on Online Safety awareness is available for all professionals and volunteers working with children and young people;
6. To work in partnership to reduce the incidences and impact of harm to children and young people as a result of Online Safety;
7. To develop action plans and take forward the relevant objectives in the ERSCB Business Plan.
8. To respond to national and local developments and make recommendations to the ERSCB

## Missing Children Strategic Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Service Manager Corporate Parenting

**Purpose:** Multi-agency approach to monitoring and ensuring that effective safeguarding mechanisms and support are in place for children missing from home and/or care.

### **Responsibilities:**

1. This paper sets out terms of reference for the Missing Children Strategic Group.
2. The Group will support the East Riding Safeguarding Children Board in mitigating the risks to children and young people by reducing the incidence of them going missing by putting in place systems to monitor ensure and improve the coordinated practise of the relevant partners.
3. To review, develop and improve statistical information in relation to children missing within the East Riding.
4. Work closely together to ensure multi agency compliance with national guidelines and local procedures on children missing from home or care.
5. To continually review local incidents develop and improve good practices based on experience of all agencies.
6. Be reactive and proactive in response to new relevant procedures, practices and documents.
7. Regularly self-monitor the groups effectiveness.
8. To develop and maintain links with relevant partnerships and subgroups in East Riding, such as East Riding Children's Trust and Child Sexual Exploitation.
9. To provide an annual report to the Board

## Child Sexual Exploitation Strategic Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Detective Constable Inspector

**Purpose:** To co-ordinate the implementation and oversight an East Riding multi-agency strategic response to Child Sexual Exploitation and promote the welfare of children in the real and virtual world and advise those agencies on ways to improve.

### **Responsibilities**

1. To oversee and amend current guidance and procedures in relation to Child Sexual Exploitation.
2. Ensure that appropriate inter agency protocols are in place for all children and young people who are sexually exploited and virtual abuse in the East Riding of Yorkshire.
3. To review services annually in line with Government Legislation and guidance and the East Riding of Yorkshire Safeguarding Children Board Guidelines and procedures and technological changes.
4. To provide an annual audit of management information in terms of patterns and trends within the East Riding of Yorkshire.
5. To promote awareness and understanding.
6. To promote awareness in cross boundary issues and to enable gaps in services to be identified.
7. Continue to develop a shared inter agency response to children who are sexually exploited and virtually abused.
8. Maintain an overview of operational activity and receive regular reports from the Child Sexual Exploitation Operational Group.
9. Having identified complex cases / investigations the group will be convened to oversee and monitor the case.
10. To develop and maintain links with relevant partnerships and subgroups in East Riding, such as East Riding Children's Trust, YHGFL, and Missing Children.
11. To provide an annual update to the ERSCB.

## Child Death Overview Panel

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Specialty Registrar Public Health

**Purpose:** Review the information available on all child deaths of children up to 18 years to determine whether the death was preventable.

### **Responsibilities:**

1. Review the information available on all child deaths of children up to 18 years to determine whether the death was preventable
2. Implement, in consultation with the coroner local procedures and protocols that are in line with Working Together on enquiring into unexpected deaths, and evaluating these as part of the information set held on all deaths in childhood.
3. Collect and collate an agreed minimum dataset on each child who has died, seeking relevant information from professionals.
4. Hold meetings at regular intervals to review and evaluate the routinely collected data on the deaths of all children, and thereby identifying lessons to be learnt or issues or concerns, with a particular focus on interagency working to safeguard and promote the welfare of children.
5. Monitor the appropriateness of the response of professionals to an unexpected death of a child, reviewing the reports produced by the rapid response team in each unexpected death of a child.
6. Refer to the chair of ERSCB any deaths where, on evaluation of the available information, the Panel considers there may be grounds to undertake further enquiries, investigations or a Serious Case Review.
7. Monitor the support and assessment services offered to families of children who have died.
8. Monitoring and advising the ERSCB on the resources and training required locally to ensure an effective interagency response to child deaths.
9. Organise and monitor the collection of data for the nationally agreed minimum data set.

## Serious Case Review Panel

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

### **Chair:** Designated Doctor

1. Work in accordance with Chapter 4 of Working Together to Safeguard Children (2013) and East Riding Safeguarding Children Board Serious Case Review Process and Procedures.
2. Convene a Serious Case Review Overview Panel.
3. Oversee the quality of all Serious Case Reviews and Serious Incident Reviews.
4. Consider national Serious Case Review themes and selected Serious Case Reviews from other areas for their impact on and learning for East Riding Local Safeguarding Children Board and member agencies.
5. If a Serious Case Review is agreed, members of the SCR panel will be responsible for:
  - Commissioning an Independent Panel Chair and Overview Report author, to ensure maximum independence for the process and determining the membership of the Serious Case Review Overview Panel
  - Timetabling, scoping and reviewing the process to ensure that information which arises is noted and acted upon. This should include notifying any other relevant Local Safeguarding Children Boards and inviting them to contribute as appropriate.
  - Commissioning the appropriate attendance and contribution to the Serious Case Review Panel meetings within the agreed timescales and milestones of the review.
  - Monitoring of recommendations and action plans arising from Serious Case Reviews and other Learning Lessons Reviews (including the dissemination of lessons) via the Learning and Improvement subgroup of the Board.
6. The Serious Case Review Overview Panel will:
  - Agree how, when and by whom to involve the relevant family members.
  - Examine and analyse the views and opinions expressed by family members.
  - Co-ordinate the commissioning and production of Individual Management Reviews (IMRs) and Chronologies within their agency or organisation.
  - Provide a quality assurance role in respect of their own agency / organisations IMR and chronology and to provide peer review and challenge where appropriate to other IMRs submitted to the SCR panel.
  - Contribute to the Overview Report and agree its recommendations and the action plan.
  - Considering what lessons there are to be learnt from the review and ensuring that those lessons are evident within the Overview Report and incorporated into a draft Action Plan for consideration by ERSCB.
  - Ensure that all action plans adhere to the SMART principles.
  - Ensure that staff and managers in services represented on the Overview Panel are kept informed of the process, are debriefed where and when appropriate and have the opportunity to receive and give feedback on completion of reviews.
  - Contribute towards a multi-agency media strategy to be agreed by ERSCB, in conjunction with the Director of Children, Families and Schools.
  - Consideration of whether lessons can be learned in those cases which are assessed as not meeting the SCR criteria. Where it is assessed that lessons can be learned, the Serious Case Review Panel should consider whether the Serious Incident Review relates to a single agency or more than one agency.
  - Ensure that relevant information relating to individual cases is provided to the East Riding Child Death Overview Panel where appropriate.
  - Ensure that lessons are shared, learnt and learning is evidenced via the Learning and Improvement Group and relevant subgroups.

## Learning and Improvement Group

ERSCB is not a provider of services but is responsible for coordinating and ensuring the effectiveness of services to safeguard and promote the welfare of children and young people. All subgroups will be chaired by a member of the Management, Evaluation and Effectiveness Group and will ensure there is connectivity to all of the Board's activities and the work of other subgroups.

**Chair:** Head of Children and Young People's Support and Safeguarding Service

**Purpose:** The aim of the subgroup is to promote the establishment of a culture of continuous learning and improvement across all organisations within the East Riding safeguarding system. The subgroup has the responsibility to coordinate and ensure effectiveness of safeguarding children learning and improvement activity in East Riding so that those working with children, families, parents and carers are appropriately skilled and competent to undertake their roles in safeguarding and promoting the welfare of children. The subgroup will monitor and oversee the systems agencies have in place to enable practitioners, managers and agencies to reflect on the quality of services and learn from their own practice and that of others. This will be done by the subgroup by ensuring the effective implementation of a Learning and Improvement Framework.

### **Responsibilities**

1. To oversee the implementation of the Learning and Improvement Framework and to ensure that each domain is fully utilised to provide learning.
2. To arrange for learning to be implemented in a form that is appropriate
3. To ensure that the impact of learning is evaluated to ensure that improvements in practice result.
4. The subgroup will strategic overview of the planning, delivery and evaluation of single agency, inter - (or multi) agency training, on behalf of the Board, to promote effective practice to safeguard and promote the welfare of children in East Riding
5. The subgroup will develop and implement a robust monitoring and evaluation process of all single and multi agency training to ensure that it meets a consistently high standard and that it contributes to developing the workforce to work together to safeguard children
6. To ensure the delivery of learning opportunities for the entire children's workforce which are responsive to and disseminate the learning from The Learning and Improvement Framework.
7. To use a range of learning opportunities which compliment the training available to staff in single agency or professional settings including involvement of staff in reviews, mentoring, reflective events as well as more established training courses and briefings.
8. To support the principles of working together and create an ethos which values collaborative working with other professionals.
9. To support the principles of the Signs of Safety approach within practice.
10. To ensure that learning and Improvement opportunities provided respects diversity, is child centred, promoting partnerships with children and families, and recognises families' strengths in responding to the needs of their children.
11. To ensure that learning and Improvement opportunities delivered and commissioned are of a consistently high standard and effectiveness is evaluated in relation to outcomes for children, knowledge and skills of the workforce.
12. To contribute to and work to the ERSCB business plan and annual report.
13. To establish, where necessary, task and finish groups to undertake specific pieces of time limited work. These groups will report back to the subgroup. The subgroup will monitor and support task and finish groups.