



**Kent Safeguarding  
Children Board**

**Constitution**

April 2018

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- Risks, Threats and Vulnerabilities Group

## **1. Introduction**

- 1.1 This constitution has been drawn up in line with *Children Act 2004* and the Local Safeguarding Children Boards (LSCB) Regulations 2006. It reflects the requirements of current Government guidance in relation to LSCBs, as set out in *Working Together to Safeguard Children Guidance* (Department for Education, 2015).
- 1.2 The 2004 Act placed a duty on local authorities to establish a LSCB. *Working Together to Safeguard Children* (DfE, 2015), states the “*An LSCB must be established for every local authority area. The LSCB has a range of roles and statutory functions including developing local safeguarding policy and procedures and scrutinising local arrangements*” (Chapter 3, para 1).
- 1.3 The Kent Safeguarding Children Board (KSCB) has a statutory role in co-ordinating and ensuring the effectiveness of the local authority and its partners in protecting children and young people from harm in Kent.
- 1.4 The constitution also incorporates the expectations of Ofsted under the new Review Framework (2013), and the national evaluation of findings from Serious Case Reviews (Brandon et al, 2014).

## **2. Objectives**

- 2.1 The objectives of a LSCB as set out in the *Children Act 2004* are:
  - a) To co-ordinate 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 authority by which it is established; and
  - b) To ensure the effectiveness of what is done by each person or body for these purposes

## **3. Functions**

- 3.1 The functions of the LSCB are as follows:
  - To develop policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
    - the action to be taken where there are concerns about a child’s safety or welfare, including thresholds for intervention;
    - training of persons who work with children or in services affecting the safety and welfare of children;
    - recruitment and supervision of persons who work with children;
    - investigation of allegations concerning persons who work with children;

- safety and welfare of children who are privately fostered;
- cooperation with neighbouring children’s services authorities and their Board partners;
- communicate to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
- monitor and evaluate 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;
- participate in the planning of services for children in the area of the authority;
- undertake reviews of serious and other cases and advise the authority and their Board partners on lessons to be learned;
- collect and analyse information about child deaths and
- putting in place procedures for ensuring that there is a co-ordinated response by the local authority, the KSCB partners and other relevant persons to an unexpected death of a child.

3.2 The Chair must publish an Annual Report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The Annual Report should be published in relation to the preceding financial year and should fit with local agencies’ planning, commissioning and budget cycles. The Report should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner, the Chair of the Health and Wellbeing Board and the Chair of the 0-25’s Health and Wellbeing Board.

3.3 The report should:

- Provide a rigorous and transparent assessment of the performance and effectiveness of local services.
- It should identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action.
- The report should include lessons from case reviews undertaken within the reporting period (see chapters 4 and 5 of Working Together 2015).
- The 2015-16 Report must include an assessment on the Board and Partners’ response to Child Sexual Exploitation.
- 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. Governance and Accountability**

4.1 KSCB holds itself accountable by the way it is structured, the specific roles of some of its members as set out in statutory guidance and through the public documents it produces that set out its intentions.

#### 4.2 0-25's Health and Wellbeing Board, the Health and Wellbeing Board and the KSCB

- a) These bodies have important but distinctive roles in keeping children safe. The 0-25's Health and Wellbeing Board has a wider role in the commissioning and delivery of services locally. The KSCB has a unique statutory role within the 0-25's Health and Wellbeing Board arrangements and a clear responsibility to undertake an independent scrutiny and challenge role in respect of agencies' success in ensuring that children and young people are kept safe. The effectiveness of the KSCB relies upon its ability to assert its statutory authority through an independent voice.
- b) The KSCB will be formally consulted as part of joint commissioning proposals. In turn, KSCB will be accountable to the 0-25's Health and Wellbeing Board for progress in improving safeguarding outcomes for children and young people.
- c) The KSCB will provide to the 0-25's Health and Wellbeing Board a copy of its Annual Report. The Report will challenge the Children's Health and Wellbeing Board and its partners to ensure that structures, processes and culture are in place to ensure that children are fully safeguarded.
- d) The KSCB will provide to the Health and Wellbeing Board a copy of its Annual Report. The Report will challenge the Health and Wellbeing Board to respond to the evidence provided by KSCB regarding the effectiveness of the multi-agency arrangements to protect children in Kent. This will include the impact of the early offer.
- e) The 0-25's Health and Wellbeing Board and the Health and Wellbeing Board are required to report to the Independent Chair on progress in responding to the KSCB Annual Report at least once in a 12-month period.
- f) The Independent Chair will be a member of the 0-25's Health and Wellbeing Board.
- g) The Independent Chair will attend the 0-25's Health and Wellbeing Board twice a year.

#### 4.4 Designated roles

- (a) KSCB will appoint an Independent Chair to bring expertise and make sure that KSCB fulfills its functions effectively. The Chair is subject to an annual appraisal to ensure the role is undertaken competently and that the post holder retains the confidence of the KSCB members.
- (b) The Corporate Director, Children, Young People and Education in Kent is required to sit on the main Board of KSCB as this is a pivotal role in the provision of children's social care within the Local Authority. This post holder has a responsibility to make sure that the KSCB functions effectively and liaises closely with the Independent Chair.
- (c) The ultimate responsibility for the effectiveness of the KSCB rests with the Leader of Kent County Council. The KCC Head of Paid Service

Corporate Director, is answerable to the Leader.

- (d) The Lead Member for Specialist Children's Services is the Councillor elected locally with responsibility for making sure that the local authority fulfills its legal responsibilities to safeguard children and young people. The Member contributes to KSCB as a participating observer and is not part of the decision-making process.

## **5. Members**

5.1 Membership of Local Safeguarding Children Boards is defined in Chapter 3 of *Working Together to Safeguard Children 2015*. Members should have a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They are required to be of sufficient seniority to be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account

5.2 As a minimum the following organisations will be members of KSCB:

- CAFCASS (Virtual membership)
- CXK
- District Council representative
- Health providers (nominated representatives from the Health Safeguarding Group)
- Kent Specialist Children's Services
- Kent Education and Young People Services
- Kent Police
- National Probation Service
- Kent, Surrey and Sussex Community Rehabilitation Company
- Nominated representatives of Kent Clinical Commissioning Groups
- NHS England (Virtual membership)
- Public Health
- Youth Offending Service
- Adult Safeguarding Board
- Adult Services representative
- Voluntary and Community Sector

5.3 In addition, KSCB will be supported through the appointment of at least 2 Lay Members. These appointments will be for a fixed term through a formal selection process with performance reviewed annually and continuation subject to a satisfactory appraisal.

5.4 Representatives of the organisations listed in paragraph 5.2 can be members of the KSCB Board, KSCB Business Group, any agreed Groups, as described in the constitution or task groups established. Members of all Groups are

deemed to be members of the KSCB and will always represent their organisation. All Groups' membership will be reviewed and agreed annually.

#### 5.5 The KSCB Chair

- a) The KSCB is chaired by an Independent Chair, who is accountable to the Head of Paid Service in Kent County Council for the effectiveness of the work of the KSCB.
- b) The Independent Chair will be recruited by a multi-agency panel of statutory members of the KSCB.
- c) The performance of the Independent Chair will be reviewed annually by the Corporate Director of Social Care, Health and Wellbeing. The opinions of the KSCB members will be sought as part of this review.
- d) The Independent Chair must ensure the continued confidence of all members in maintaining the independence of KSCB.

#### 5.6 KSCB Scrutiny of Membership

- a) All KSCB members, apart from serving police officers, will be required to demonstrate that they have a current (i.e. not more than 3 years old) satisfactory DBS check. It is expected that any necessary checks will be undertaken by the member's organisation. It will be a requirement that organisations will, in confidence, inform the Independent Chair of findings within their member's DBS check which may place in doubt their suitability to be a member of KSCB.
- b) Information arising from such checks is confidential; except that the Independent Chair of the KSCB will be alerted to the identity of individuals whose checks have indicated that they may not be suitable to be a member of KSCB. Those individuals can be required to resign with immediate effect or, in the case of potential members, not be allowed to take on membership.
- c) The final decision following an opportunity to make representations and due process shall rest with the Independent Chair.
- d) If a KSCB member misses two consecutive meetings without sending apologies, then the Chair, on behalf of the KSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the chief executive of that agency requiring a permanent replacement.
- e) Attendance at KSCB meetings and groups will be reported at least annually as part of publishing the KSCB Annual Report.
- f) All KSCB members will be subject to an annual appraisal of performance by the Independent Chair.

## 6. Structure

- 6.1 KSCB will discharge its statutory functions and deliver its strategic priorities through the groups as described below and the establishment of short term task and finish groups. Terms of reference for these groups are included in this Constitution.

- 6.2 **Board**  
The Board sets the performance, policy and strategic priorities for KSCB. It is the decision-making forum. It is responsible for ensuring that statutory requirements are met, and resources are in place to meet these. Its membership comprises senior representatives from all agencies responsible for child protection arrangements in Kent.
- 6.3 **Business Group**  
Membership comprises of the Chairs of the KSCB Groups. This group is the Business Plan oversight forum of the Board and is responsible for ensuring that the business plan is delivered. It tasks individual lead officers with responsibility for delivering Group activity, in line with the overall aims of the Business Plan and holds them to account for delivery of agreed actions. It reports to the Board.
- 6.4 **Case Review Group**  
Supports the KSCB Independent Chair in establishing the initial scope for any serious case review (SCR) where the criteria as set out in Working Together to Safeguard Children 2015 are met or other types of reviews, and to develop procedures and protocols for undertaking SCRs and other case reviews in Kent. It monitors the progress of actions taken following recommendations arising out of SCRs and other reviews.
- 6.5 **Child Death Overview Panel (CDOP)**  
Undertakes reviews of all child deaths in Kent and disseminates learning to all agencies. The Panel collects and analyses information to identify any trends and matters of concern. An Annual Report is prepared and presented to the Board.
- 6.6 **Learning and Development Group**  
Co-ordinates, promotes and quality assures training and development opportunities to meet local needs. It produces a strategy and training plan aligned to the KSCB business plan and reflecting the recommendations arising from inspections, audits and serious and other case reviews.
- 6.7 **Quality and Effectiveness Group**  
Co-ordinates quality assurance and evaluates the effectiveness of what is done by KSCB partner agencies, individually and collectively to safeguard and promote the welfare of children. It has oversight of all multi agency and single agency audits, Section 11 audits and analysis of performance data about safeguarding within relevant agencies in Kent.
- 6.8 **Risks, Threats and Vulnerabilities Group (Joint KSCB, Medway LSCB and Kent and Medway Adult's Safeguarding Board Group)**  
This joint group oversees multi-agency activity around Trafficking, Radicalisation, Modern Slavery, Gangs and children who run away or go

missing from home through the development of an integrated strategy, sharing information and intelligence and producing data on current trends.

**6.9 Multi-Agency Sexual Exploitation Group (MASE) – (Joint KSCB and Medway LSCB Group)**

The MASE group identifies the Child Sexual Exploitation (CSE) profile of Kent and oversees the KSCB and MSCB CSE Strategy and Action Plan. It aims to reduce incidents of sexual exploitation through the delivery of an integrated strategy, sharing information and intelligence and producing data on current trends and threats.

**6.10 Health Safeguarding Group (HSG)**

Recognising the significant statutory role health professionals have to carry out in safeguarding children and in light of the geographical challenges of Kent and Medway, KSCB has a Health Safeguarding Group (HSG). Health providers and Clinical Commissioning Groups (CCGs) across Kent and Medway are expected to discharge their statutory safeguarding duties by attending the HSG. The HSG will nominate representatives to attend the full Board and Business Group to ensure that both commissioners and providers are fully represented.

**6.11 Education Safeguarding Group**

Facilitates communication across the Education (including 16 plus training providers) on their statutory safeguarding duties, compliance with the Policies and Procedures of KSCB and the local safeguarding challenges. The Group is also responsible for disseminating learning from audits and serious case reviews. Led by Kent County Council's Interim Director of Early Help and Preventative Services, the group is pivotal in identifying strategic and practice issues from within Education and making recommendations to the KSCB.

**6.12 Policy and Procedures Group (Joint KSCB and MSCB Group)**

The Group has the responsibility for coordinating the development of local policies, procedures, protocols and guidance for safeguarding and promoting the welfare of children on behalf of the KSCB and MSCB.

**6.13 District Council Safeguarding Leads' Group**

The membership of this Group is the District Council Safeguarding Leads. The Group is Chaired by the Board representative of the District Council Chief Executives. The aim of this Group is to provide re-assurance that local safeguarding children issues are raised and addressed at a local level.

6.14 The Chairs for the Groups will be agreed and appointed by the Board. These appointments will be reviewed annually. The chairs will sit on the KSCB Business Group

6.15 KSCB members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the Groups. They will be expected to act on behalf of their organisation and

have sufficient authority to make decisions and be able to allocate resources.

- 6.16 KSCB will commission the review and refresh of its policies and procedures through the relevant Group or the establishment of a short-term Task and Finish group.
- 6.17 KSCB will ensure the attendance of necessary professional advisors at its meetings. Legal advice to KSCB meetings will be provided by the Legal Services advisor to Kent County Council's Strategic and Corporate Services directorate. This representative will be a member of the Board and attend on invitation of the Independent Chair.

## **7. Relationship of KSCB with other bodies**

### **7.1 Kent County Council**

KSCB will submit its Annual Report to the full meeting of Kent County Council each year to highlight progress made over the past year and the challenges ahead facing Kent County Council and its partners.

### **7.2 Kent and Medway Safeguarding Adult's Board**

KSCB will seek to agree joint strategic priorities with the Adult Safeguarding Board aligned to its current business plan priorities and recognising the impact of adults on the welfare of vulnerable children and young people, in addition to implementing joint processes and sharing resources in relation to adult and children serious case reviews.

### **7.3 Kent and Medway Domestic Abuse and Sexual Violence Executive Group (DASVEG) and the Domestic Homicide Review Steering Board**

KSCB will seek to agree joint strategic priorities with the DASVEG and the Domestic Homicide Review Steering Board aligned to its current business plan priorities and recognising the impact of domestic violence on the welfare of vulnerable children and young people, in addition to implementing joint processes and sharing resources in relation to domestic homicide and children serious case reviews.

### **7.4 Health and Wellbeing Board**

A joint working protocol between KSCB and the HWB has been agreed and signed off by both Boards

### **7.5 Advisory Groups**

Voluntary Sector Forum: The Voluntary Sector representative on the Board will use existing meetings and forums to ensure that the Board's business is cascaded and that also, the voice of the sector is fed back to the Board.

### **7.6 Hearing the Voice of Children and Young People**

KSCB will regularly seek the views of children and young people through the range of existing groups that exist across Kent. At each full Board meeting,

each partner agency will be invited to present to the Board how they engage with young people and listen to and use their voices to improve services. The Board will use this opportunity to share practice and take into account the issues raised by the young people.

## **8. Responsibilities of KSCB Members**

- 8.1 Members of the KSCB are expected to:
- a) Contribute to the effective working of the KSCB in promoting high standards of safeguarding work and fostering a culture of continuous improvement by ensuring that the Board's business, such as learning and findings from Case Reviews, multi-agency audits and Child Death Reviews is effectively cascaded to members of their organisation;
  - b) Represent their organisation on the KSCB, speaking with authority for that organisation; committing the organisation on policy and practice matters and holding the organisation to account in respect of its work to safeguard and promote the welfare of children in Kent;
  - c) Represent the KSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children;
  - d) Be responsible for ensuring that arrangements for the funding of the KSCB are addressed within their own organisation, in accordance with their duties under Section 11 of the Children Act 2004;
  - e) Be an objective member in undertaking scrutiny of the performance of the KSCB and the services provided by all organisations. This should take precedence over their role as their organisation's representative;
  - f) Work to these agreed terms of reference, with explicit lines of reporting and communication.
- 8.2 Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at KSCB meetings.
- 8.3 Upon taking up membership a Member will be expected to confirm an acceptance of the roles and responsibilities as set out in this constitution.
- 8.4 Members will meet annually with the Independent Chair to review their performance.
- 8.5 Members of statutory bodies will be expected to confirm annually to the KSCB Board the compliance of their organisation with their duty to ensure:
- a) There is a named senior manager for safeguarding;
  - b) There are named or designated officers for safeguarding;
  - c) There is a written policy and procedure for safeguarding;
    - The policy makes it clear that all children have equal rights to being safe and protected;
    - The policy is mandatory for staff and volunteers;

- d) There is a clear written accountability framework;
- e) Service plans consider how the delivery of services promotes safeguarding and promotion of welfare for children; and
- f) Contributions to the 0 - 25 Health and Wellbeing Board's Strategic Plan include a focus on preventing children and young people from suffering harm.

8.6 Members will be expected to attend a minimum of 75% of the scheduled meetings of the groups they have been nominated to attend in a year (April to March) and to put forward a named deputy to attend up to 25% of the meetings for which they are a nominated member. The named deputy must have the delegated authority to represent that organisation.

## **9. Data Protection, Confidentiality and Freedom of Information**

9.1 Members will ensure that their Data Protection Registration, where appropriate, covers their involvement in the activities of the KSCB.

9.2 All members will adhere to the provisions of the Data Protection Act 1998 and all other legal provisions relating to confidentiality and data security and maintain confidentiality at all times, other than where a specific exemption under that Act or other legal provision applies. This principle will apply during a member's participation in the KSCB and will continue after the individual is no longer a member or following the KSCB's dissolution.

9.3 If any member who has access to confidential information or data knowingly breaches the law relating (but not limited to), the unauthorised disclosure of confidential information, they may be personally liable. This applies to all members of the Board, its group members and any person who comes into possession of confidential information in their dealings with KSCB.

9.4 Members of the KSCB will make appropriate arrangements to ensure that the provisions of the Freedom of Information Act 2000 are properly complied with.

## **10. Communication, Consultation and Engagement**

10.1 KSCB will seek to engage with local stakeholders and the media to ensure wider understanding of safeguarding in Kent. It will aim to ensure that any publicity describing policies, aims, decisions and review results is objective, concentrates on facts and explanations and promotes clearly what KSCB aims to achieve for the children and young people of Kent.

10.2 KSCB will always consider the sensitivity of personal health or social care issues when discussing individual cases and will only refer to information that is already in the public domain.

- 10.3 KSCB will publish and review annually a Communication, Consultation and Engagement Strategy setting out its procedures and expectations of partner agencies.
- 10.4 KSCB will instigate systematic communications with district-based practitioners through the organisation of workshops and learning events each year that reflect the practice improvements arising out of audits, case reviews and inspections. This will be agreed by the Learning and Development Group and published on the KSCB web site and other relevant mediums.
- 10.5 KSCB will, through its protocol with the 0 - 25 Health and Wellbeing Board, share with and seek information from the locally based partnerships across Kent. The aim of this is to challenge and scrutinise the local commissioning of services to ensure they reflect the practice improvements identified in KSCB audits and case reviews and the current challenges highlighted in its Annual Report.
- 10.6 KSCB will seek to publish the overview reports of all Serious Case Reviews commissioned in Kent, taking into account the need to fully anonymise and remove sensitive data before reports are placed in the public domain.

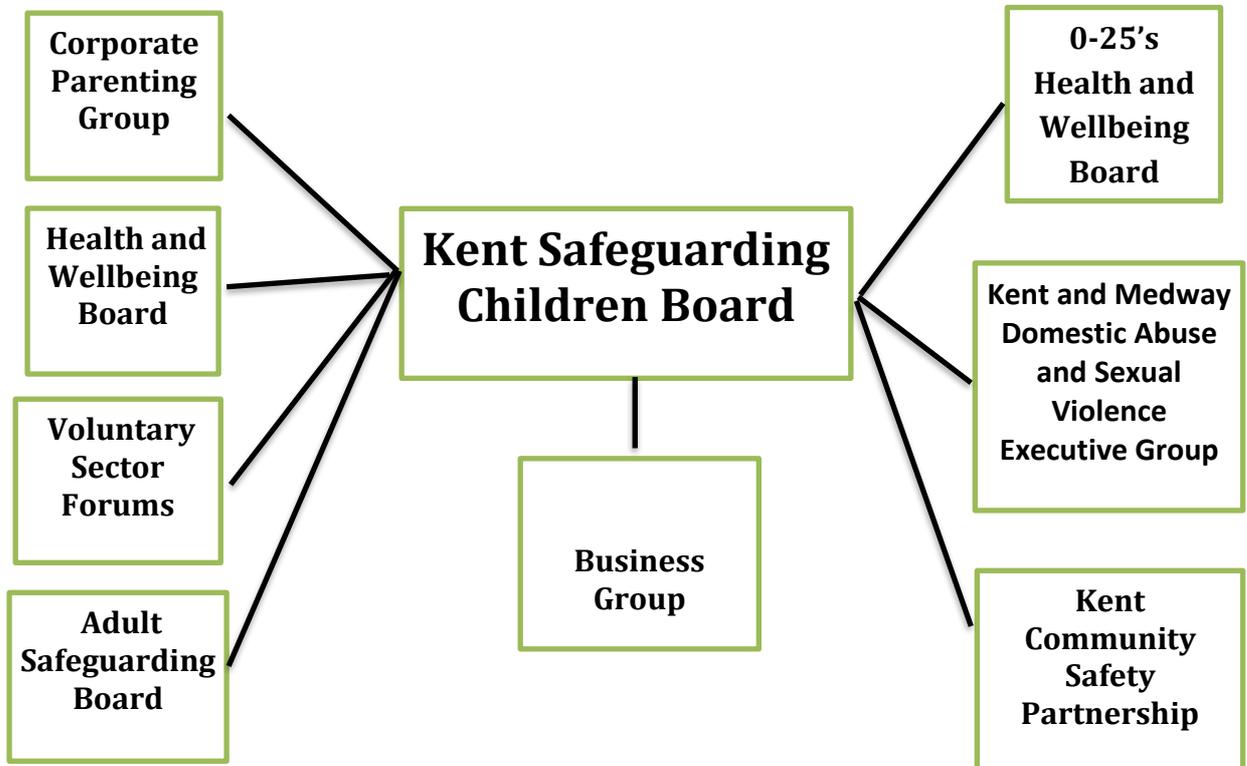
## **11. Information Sharing**

- 11.1 KSCB subscribes to and upholds the following principles in relation to information sharing:
- a) The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
  - b) Being open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
  - c) Seeking advice if in any doubt, without disclosing the identity of the person where possible.
  - d) Sharing with consent where appropriate and, where possible, respecting the wishes of those who do not consent to share confidential information.
  - e) Basing information sharing decisions on considerations of the safety and well-being of the person who may be affected.
  - f) Ensuring that the information shared is necessary for the purpose for which it is being shared, sharing only with those people who need to have it, it is accurate and up-to-date, shared in a timely fashion, and is shared securely.
  - g) Keeping a record of the decision and the reasons for it - whether it is to share information or not.

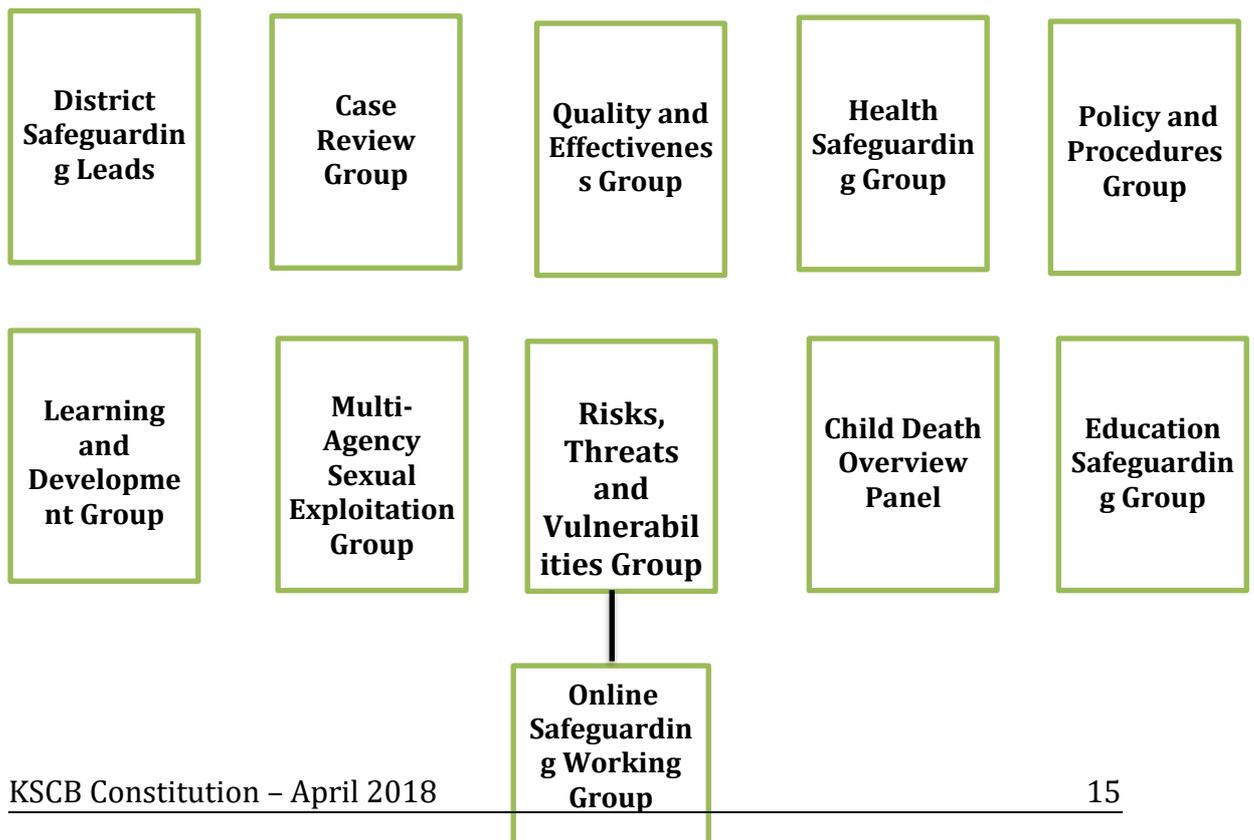
## **12. Finance and Staffing**

- 12.1 To support the work of the KSCB, a Business Unit will be maintained, funded by contributions from the statutory partners and other partner agencies.
- 12.2 No later than December in each year, KSCB will determine a budget for the forthcoming financial year.
- 12.3 The statutory members will contribute to the budgeted cost of maintaining KSCB in proportions to be agreed by the Board.
- 12.4 In the event that in any financial year the actual costs exceed the budgeted amount, the difference will be met by the statutory agencies in the same proportions. Where the budgeted amount exceeds the actual cost, the difference will be carried forward to put towards expenditure for the following year.

# KSCB Structure Chart



## Sub Groups



# Terms of Reference

## KSCB

### 1. Purpose

The Board sets the performance, policy and strategic priorities for KSCB. It is responsible for ensuring that statutory requirements are met and resources are in place to meet these. Its membership comprises senior representatives from all agencies responsible for child protection arrangements in Kent.

### 2. Objectives

- a) To co-ordinate what is undertaken by each person or body represented on the KSCB for the purposes of safeguarding and promoting the welfare of children in the area of the Authority; and
- b) To ensure the effectiveness of what is undertaken by each person or body for that purpose.
- c) To challenge partner agencies' arrangements to safeguard children and to accept challenges to their own agency.

### 3. Responsibilities

- a) Overseeing the governance arrangements and budget of KSCB
- b) Ratifying and adopting the Annual Business Plan
- c) Ratifying the Annual Performance targets for KSCB and its groups
- d) Ratifying the Business Plan and ensuring its performance
- e) Considering regular reports from the Case Review group and the Child Death Overview Panel
- f) Ensuring the planning and commissioning arrangements for all partner agencies takes into account safeguarding and the promotion of children's welfare
- g) Ratifying any amendments to the Kent and Medway Safeguarding Procedures
- h) Maintaining links with relevant local partnerships in order to embed safeguarding procedures and principles within their constitution, policies and delivery plans.
- i) Challenging and scrutinising the Children and Young People's Joint Commissioning Board on its arrangements to safeguard children and young people.
- j) Scrutinising the arrangements agencies are required to have in place under Section 11 of the Children Act 2004:
  - Senior management commitment to the importance of safeguarding and promoting children's welfare
  - A clear statement of the agency's responsibilities towards children, available for all staff
  - A clear line of accountability within the organisation for the work

- on safeguarding and promoting the welfare of children
- Service development that takes account of the need to safeguard and promote welfare, and is informed, where appropriate, by the views of children and families
- Training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families
- Safe recruitment procedures in place
- Effective inter-agency working to safeguard and promote the welfare of children
- Effective information sharing

#### **4. Accountability**

KSCB will report annually to Kent County's full Council meeting. In addition, KSCB will present its Annual Report to the Children's Health and Wellbeing Board, the Health and Wellbeing Board, local NHS commissioning arrangements and the Police and Crime Commissioner for Kent.

#### **5. Membership**

- CAFCASS (Virtual membership)
- CXK
- District Council representative
- Health providers – representatives nominated by the Health Safeguarding Group
- Kent Specialist Children's Services
- Kent County Council Education and Young People's Services
- Kent Police
- National Probation Service
- Kent, Surrey and Sussex Community Rehabilitation Company
- Nominated representatives of Kent Clinical Commissioning Groups
- NHS England (Kent and Medway) (Virtual membership)
- Two lay members who are representative of persons living in Kent
- Voluntary Sector Representative
- Other organisations invited by KSCB to be members having regard to Chapter 3, paragraph 4 of Working Together to Safeguard Children (2015).
- The Lead Member for Specialist Children's Services as a participant observer.

#### **6. Frequency of meetings**

The KSCB Board will meet as a minimum 6 times each year.

#### **7. Quorum**

KSCB will be quorate if half of its members are present, which should include the Independent Chair and representatives from the following organisations:

- Kent Police
- Kent County Council, Specialist Children's Services

- Nominated representatives of Kent Clinical Commissioning Groups
- Health providers
- National Probation Service/ Kent, Surrey and Sussex Community Rehabilitation Company

## **8. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out an action log to members no later than one week after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## KSCB Business Group

### 1. Purpose

Membership comprises of the Chairs of the KSCB Groups. This group is the Business Plan oversight forum of the Board and is responsible for ensuring that the business plan is delivered. It tasks individual lead officers with responsibility for delivering Group activity, in line with the overall aims of the Business Plan and holds them to account for delivery of agreed actions. It will report to the Board.

### 2. Objectives

- a) Using reports from the KSCB Groups, identify developing risks, threats and issues that need to be tackled
- b) Plan strategically to deliver against the Business Plan
- c) Provide direction and recommendations to the Board

### 3. Responsibilities

- a) To propose to the KSCB, the strategic priorities for the KSCB Business Plan
- b) To deliver the key actions in the Board's Business Plan and report progress to the KSCB
- c) To hold KSCB groups accountable for delivery of KSCB business plan priorities

### 4. Accountability

The Business Group makes key recommendations on strategic priorities and resource allocation. It sets the direction and oversees the development and implementation of the KSCB Business Plan. It reports to the Board in order that the Board can make informed decisions.

### 5. Membership

- The Independent Chair
- The Chairs of the Boards groups

### 6. Frequency of meetings

The Business Group will meet six times a year.

### 7. Quorum

The Business Group will be quorate if half of its members plus the Independent Chair are present.

## **8. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out an action log to members no later than one week after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned

# Terms of Reference

## Case Review Group

### 1. Purpose

Supports the KSCB Independent Chair in establishing the initial scope for any serious case review (SCR) where the criteria as set out in Working Together to Safeguard Children 2015 are met, or other type of review, and to develop procedures and protocols for undertaking SCRs, case audits and management reviews in Kent.

### 2. Objectives

To involve agencies, staff and families in a collective endeavour to reflect and learn from what has happened in order to improve practice in the future, with a focus on accountability and not on culpability.

### 3. Responsibilities

- a) To provide an opportunity for a serious incident to be reviewed in a culture that is experienced as fair and just by all concerned
- b) To enable staff in the longer term to have a better understanding of the knowledge base and perspective of different professionals with whom they work
- c) To strengthen the accountability of managers to take responsibility for the context and culture in which their staff are working and to see that they have the support and resources they need
- d) To understand how risk has been identified, assessed and managed to help inform future practice
- e) To take a streamlined, flexible and proportionate approach to reviewing and learning from complex cases
- f) To allow a more constructive use of resources and to work to shorter timescales
- g) To use the learning from other related review processes and increase compatibility with different review systems
- h) To reflect on learning and themes arising from previous reviews (including SCRs) when commissioning new reviews
- i) To focus on key learning identified through the review process so that relevant recommendations and actions to improve future practice can be recorded in anonymised reports that will be published
- j) The premise on which the group operates will be that of challenge and transparency, with the concept of publication always in mind when commissioning a case review. This acknowledges the benefits of sharing learning through the direct engagement of front line practitioners and KSCB's drive to hold itself more publicly accountable.

#### **4. Accountability**

- (a) Recommending to the Independent Chair whether a case meets the criteria for a serious case review
- (b) Producing draft terms of reference for a serious case review for approval by the Independent Chair
- (c) Recommending an alternative case review where the criteria for a SCR are not met, producing the terms of reference and managing any external facilitators used to support the review
- (d) Commissioning and overseeing all case reviews undertaken
- (e) Presenting the final report to the KSCB Business Group following conclusion of the case review
- (f) Recommending how the findings should be disseminated and an action plan drawn up
- (g) Monitoring the progress of all recommendations outlined in action plans from SCRs/Case Reviews
- (h) Giving a view on publication, taking on board advice from the independent chair and author (where commissioned) and legal services

#### **5. Membership**

A two-tier structure is in place to ensure objectivity and transparency as well as giving the flexibility to draw in professional expertise on specific cases. The membership of the group is detailed below:

- Director of Specialist Children's Services (Chair)
- Assistant Director, Safeguarding and Quality Assurance, Specialist Children's Services
- Designated Nurse
- Designated Paediatrician
- Detective Chief Inspector - Kent Police, Public Protection Unit
- Senior Probation Officer - Kent Probation
- Education and Young People's Services

#### **6. Frequency of meetings**

The group will schedule meetings every other month each year. If there is no business to consider, the meeting will be cancelled, giving at least 10 working days' notice. The group will meet at least quarterly.

#### **7. Quorum**

The group will be quorate if half of its members are present, which should include the Chair and representatives from the following organisations:

- Kent Police
- Kent County Council, Specialist Children's Services
- Kent Clinical Commissioning Groups
- Health providers

#### **8. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting

- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out minutes and action log to members no later than two weeks after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## Child Death Overview Panel

### 1. Purpose

Undertakes reviews of all child deaths in Kent and disseminates learning to all agencies. The Panel collects and analyses information to identify any trends and matters of concern.

### 2. Objectives

- a) Reviewing information on all child deaths on behalf of the KSCB
- b) Collecting and analysing information about each death with a view to identifying:
  - i. Any case giving rise to the need for a serious case review
  - ii. Any matters of concern affecting the safety and welfare of children in the area of the authority; and
  - iii. Any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area;
- c) Ensuring there is a coordinated response by the local authority, their Board partners and other relevant persons to an unexpected death.

### 3. Responsibilities

- a) To ensure the accurate identification of, and consistent reporting of the cause and manner of every child death.
- b) To ensure that local procedures and protocols are developed, implemented and audited, in line with current Working Together Guidance.
- c) To collect and collate an agreed minimum data set on all child deaths in Kent and, where relevant, to seek additional information from professionals and family members.
- d) To evaluate data on the deaths of all children normally resident in Kent, thereby identifying lessons to be learnt or issues of concern, with a particular focus on services provided to children and young people and effective inter-agency working to safeguard and promote the welfare of children.
- e) To evaluate specific cases in depth and, where necessary, to learn lessons or identify issues of concern and take appropriate action.
- f) To analyse the relevant environmental, social, health and cultural aspects of each death and to identify significant risk factors and/or trends and any systemic or structural factors affecting children's well-being to ensure thorough consideration of how such deaths might be preventable.
- g) To identify any public health issues and consider with the Director of Public Health and other service providers how best to address these and the implications for services and training.

- h) To identify and advocate for necessary changes in legislation, policy and practice to promote child health and safety and to prevent child deaths.
- i) To ensure, in consultation with local Coroner, that local procedures and protocols are developed, implemented and audited, in line with current Working Together Guidance.
- j) To increase public awareness of the issues that affect the health and safety of children
- k) Where concerns of a criminal or child protection nature are identified;
  - i. To ensure that the police and coroner are aware and inform them of any specific new information that may influence their inquiries;
  - ii. To notify the Chair of the KSCB of these concerns and advise the Chair on the need for further enquiries under section 47 of The Children Act 1989, or of consideration of the need for a Serious Case Review
  - iii. Receive information from the local Coroner
- l) To improve agency responses to child deaths by reviewing the reports produced by the Rapid Response Team and monitoring the efficiency of the response of professionals to each unexpected death of a child.
- m) To have arrangements in place for providing information and feedback about the process to parents/carers.
- n) To monitor the support and assessment services offered to families of children who have died.
- o) To monitor and advise the KSCB on the resources and training required locally to ensure an effective inter-agency response to child deaths.
- p) To establish a process for reviewing the response by KSCB/individual agencies to recommendations made by CDOP.
- q) To agree the Annual Report for presentation to KSCB and for wider public dissemination.
- r) To co-operate with any regional and national initiatives, e.g. the Confidential Enquiry into Maternal and Child Health (CEMACH), in order to identify lessons on the prevention of child deaths.

#### **4. Accountability**

- a) To the KSCB Independent Chair for reporting any child deaths which the Panel considers may meet the threshold for a Serious Case Review
- b) To the KSCB Board for producing an Annual Report and providing regular update reports to their meetings

#### **5. Membership**

The Child Death Overview Panel will have a core membership drawn from

- Kent County Council – Specialist Children’s Services,
- Kent County Council – Education and Young Person’s Services
- Kent Police
- Kent Clinical Commissioning Groups Designated Nurse
- Specialist Nurse for Child Death
- Public Health

- Kent CCGs, Paediatricians

## **6. Frequency of meetings**

The group will schedule monthly meetings each year. They will be cancelled, giving at least 10 working days' notice, if there is no business to consider. The group will meet at least quarterly.

## **7. Quorum**

The CDOP will be quorate if half of its members are present, which should include the Chair and representatives from the following organisations:

- Kent Police
- Kent County Council, Specialist Children's Services
- Kent Clinical Commissioning Groups

## **8. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out an action log to members no later than one week after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## Learning and Development Group

### 1. Purpose

- 1.1 Co-ordinates, promotes and quality assures training and development opportunities on behalf of KSCB to meet local need.

### 2. Objectives

To produce a strategy and training plan aligned to the KSCB business plan and reflecting the recommendations arising from inspections, audits and serious case reviews.

### 3. Responsibilities

- a) Produce an annual work plan to address the priorities of the KSCB.
- b) Produce a training plan to meet local and national requirements.
- c) Commission training to meet local safeguarding requirements in Kent
- d) Implement relevant training as identified by the Serious Case Review group and the Child Death Overview Panel
- e) Review the quality of training through evaluation, quality assurance methods and impact assessments.
- f) Ensure the provision of high quality multi-agency training and staff development opportunities.
- g) Monitor the quality and robustness of systems to ensure consistent quality training.
- h) Ensure all agencies working with children and young people are fully aware of safeguarding requirements.
- i) Raise the profile of safeguarding across Kent.
- j) Ensure the workforce receive adequate training to enable all to be proactive with regard to safeguarding.

### 4. Accountability

- a) Reports to the KSCB on training needs and issues relating to the provision and quality of training programmes
- b) To challenge the quality and range of safeguarding training provided by organisations through the Section 11 audits
- c) To produce an annual report for the KSCB Board and provide regular updates to its meetings.

### 5. Membership

The group will have a core membership drawn from the key organizations represented on the KSCB. Members will be expected to:

- Have management oversight for training and development and workforce development within their own organisation.

- Have sufficient knowledge of training and development to enable them to contribute effectively to the work of the group.

**6. Frequency of meetings**

The group will meet at least four times each year.

**7. Quorum**

The group will be quorate when at least half of its members are present, plus the Chair

**8. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out an action log to members no later than one week after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## Quality and Effectiveness Group

### 1. Purpose

To co-ordinate quality assurance activity and evaluate the effectiveness of what is done by Kent Safeguarding Children Board (KSCB) partners', individually and collectively, to safeguard and promote the welfare of children in Kent. It has oversight of single and multi-agency audits, Section 11 self-assessments and conducts analysis of performance data regarding safeguarding from all relevant agencies.

### 2. Objective

To provide evidenced assurance to the KSCB that robust systems are in place to appropriately safeguard children in Kent.

### 3. Responsibilities

#### QE Group:

- a) To implement a structured quality assurance programme in line with the Quality Assurance Framework.
- b) To agree the topics to be included in the quality assurance programme.
- c) To agree sources of information to be used for quality assurance and how it will be obtained; with due regard given to seeking the views of children, parents/carers and front-line staff.
- d) To identify the quantitative and qualitative outcome data to be used.
- e) To review relevant performance indicators so that KSCB is able to know what 'good' looks like.
- f) To agree and implement a multi-agency audit schedule that is responsive to outcomes from local performance information, serious case reviews, agency inspections and national research.
- g) To provide feedback and outcomes from the multi-agency audits undertaken via comprehensive reports.
- h) To offer challenge and support to agencies in relation to addressing and adopting learning points and actions from audit findings.
- i) To work with partners to ensure that training is targeted and that learning is embedded
- j) To inform other sub groups of the KSCB of the work and findings of the QE.

#### QE Member/Deputy Member:

- k) To actively participate in meeting discussions and to support the QE work programme (meeting and audit activity) within their own agency.
- l) To participate in KSCB audits by representing their own agency (either personally or by providing a suitable representative); providing professional challenge and partaking in multi-agency discussions and

decisions around practice.

- m) To provide 360 degree feedback from KSCB audits, both to and from their own agency, in order to disseminate learning and good practice to all KSCB partners’.
- n) To feedback to their own agency quality assurance strengths and weaknesses as identified by QE.
- o) To submit performance measures and outcomes data as requested, including comments on any exceptions in the data.
- p) To submit quarterly update reports on their agency’s activity regarding performance and quality assurance in relation to safeguarding.

#### **4. Accountability**

- a) Report to the Business Group and KSCB on the quality of safeguarding activity by partners.
- b) Evidence where partner’s safeguarding is effective, and where improvements are required, via the outcomes of the Section 11 self-assessment and other multi-agency audits conducted.

#### **5. Membership**

Representatives with sufficient knowledge and expertise in relation to safeguarding children, and quality assurance, will be provided by each statutory agency. The representative must be able to contribute effectively to the work of the group.

**As a minimum** the following agencies will nominate representatives:

- Kent County Council – Specialist Children’s Services;
- Kent County Council – Education and Young People’s Services;
- Kent Police;
- Health – agencies as nominated by the Health Safeguarding Group;
- Kent County Council - Public Health; and
- National Probation Service and/or Kent, Surrey and Sussex Community Rehabilitation Company.

#### **6. Frequency of meetings**

The group will schedule quarterly meetings as a minimum.

#### **7. Quorum**

The group will be quorate when at least half of its members are present, plus the Chair/agreed Deputy Chair.

#### **8. Support from the KSCB Business Unit**

- a) Agree the agenda with the Chair at least two weeks in advance of the meeting;
- b) Send out the agenda and supporting papers at least one week in advance of the meeting;
- c) Produce minutes and an action log to send out to members no later

- than two weeks after the meeting;
- d) Maintain an up to date list of members and their contact details; and
  - e) Provide administrative support for all multi-agency audits.

# Terms of Reference

## Multi-Agency Sexual Exploitation Group (MASE)

### 1. Purpose

The MASE group identifies the CSE profile of Kent and oversees the KSCB CSE Strategy and Action Plan. It aims to reduce incidents of sexual exploitation through the delivery of an integrated strategy, sharing information and intelligence and producing data on current trends and threats.

### 2. Responsibilities

- a) To work towards an integrated strategy to identify, address and reduce incidents of child sexual exploitation.
- b) To share information and intelligence about victims of child sexual exploitation to protect and safeguard their welfare and to gain a clearer understanding of current trends and threats.
- c) To support people in identifying incidences of sexual exploitation and in identifying themselves as victims.
- d) To raise awareness and encourage the reporting of concerns about sexual exploitation and those perpetrating this crime.
- e) To develop mechanisms to collate intelligence by the Specialist Children Services, partner agencies and Kent Police.
- f) To establish links with local, national and international services and agencies to facilitate the protection of children and young people who may be at risk from exploitation.
- g) To review and ensure multi-agency compliance with the Kent and Medway Safeguarding Children Procedures and national guidance on children and young people at risk of sexual exploitation.
- h) To support / provide training to professionals, families and community groups to understand the profile of victims of sexual exploitation and help to understand their needs.
- i) To share best practice across agencies to improve outcomes.
- j) To develop a joined up data set to support the identification of potential victims of Sexual Exploitation, which will help monitor performance in this key area of practice.

### 3. Accountability

- a) To produce an annual report to the KSCB by in April each year;
- b) To devise and deliver an agreed work plan that reflects the priorities of the KSCB;
- c) The chair to provide a written report/update at KSCB meetings or at other times as agreed by the KSCB;

### 4. Membership

- CCG Chief Nurse

- Specialist Children’s Services
- Education and Young People’s Services
- National Probation Service/Kent, Surrey and Sussex Community Rehabilitation Company
- Kent Police
- Lay Member – KSCB
- NHS England

## **5. Frequency of meetings**

The group will meet at least four times each year.

## **6. Support from the Business Unit**

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out minutes and action log to members no later than two weeks after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## Health Safeguarding Group

### 1. Chair

Chief Nurse, Kent CCGs

### 2. Membership

- NHS Trusts accountable Director for safeguarding
- Clinical Commissioning Group Chief Nurses
- NHS England Assistant Director for Patient Experience (Kent and Medway)
- Lead commissioners for child health and maternity commissioning (KMCS)
- KCC Director of Public Health
- Chair of the Health Reference Group
- Chair of Child Death Overview Panel
- Designated Nurse, (Kent CCGs)

Other members may be co-opted as required.

Members are expected to attend all Group meetings. Deputies may attend only under exceptional circumstances, and this should be no more than two meetings per year.

The Chair will deem the meeting not quorate if less than two thirds of the Membership is present.

Representation to KSCB will be nominated by the group and agreed by KSCB.

### 3. Frequency of meetings and reporting arrangements

- The group will meet quarterly
- The Group meeting agendas will be circulated in advance, items for inclusion on the agenda are welcome from members of the group
- Following each meeting, the Chair of the group will provide a written report to the KSCB Business Group.
- Membership of the group and its terms of reference will be reviewed at least annually.

### 4. Accountability

- To be a formal group of KSCB.
- To be represented on KSCB Business Group and Board through agreed health representation from HSG.
- The group will act on behalf of KSCB and is empowered by KSCB to make decisions where this is consistent with the achievement of the agreed Health Safeguarding Group work plan.
- Individual health trusts and other agencies retain responsibility for meeting their own relevant statutory duties and responsibilities.

## **5. Purpose**

- The overarching purpose of the group is to safeguard and promote the welfare of children across the health community in line with the statutory duty under section 11 of the Children Act (2004).
- The Health Safeguarding Group has been established to enable health representatives from the Kent CCGs and all Health Trusts and agencies, who would otherwise sit on the KSCB, to meet together in order to fulfil their responsibilities to safeguard children.
- The Kent Health Safeguarding Group will fulfil the health aspects of KSCB responsibilities and functions as described in the KSCB Constitution.
- The Kent Health Safeguarding Group will be supported in fulfilling the health aspects of KSCB responsibilities and functions by the Health Reference Group.
- The group will define the strategic direction in relation to the planning, commissioning and delivery of health services to vulnerable children in order to achieve a consistent and responsive approach to meeting the needs of all children and specifically those who are require safeguarding interventions.

## **6. Key Functions and Responsibilities**

- To provide a forum for strategic discussion of safeguarding in health services across Kent and to provide a common health voice at the KSCB.
- To consider KSCB decisions and recommendations relating to the health service and to assure KSCB that they are implemented by the relevant health bodies providing services to children in Kent.
- To ensure that those responsible at a senior level for safeguarding children in Kent health services are linked into the safeguarding board, and that there is effective discussion and communication at the Business Group and with the main board.
- To ensure that there is appropriate discussion and dissemination of lessons emerging from serious case reviews and best practice within the NHS in safeguarding children, and for group members to promote this within their organisations.
- To hold health providers to account on behalf of KSCB for actions in SCRs and other safeguarding action plans, audits and standards.
- To comment on local, regional and national guidance relevant to health services in relation to safeguarding children and to make recommendations as appropriate.
- To take account of identified deficits in health services to safeguard children and ensure these deficits are addressed.
- To produce an annual health report to the KSCB.
- To develop and deliver an agreed work plan that reflects the priorities of the KSCB and be responsible for its delivery
- To receive reports from the CDOP, the Health Reference Group and any other such groups as may assist the Health Safeguarding Group in fulfilling its responsibilities on behalf of KSCB

## **7. Administration Arrangements**

- Agenda and supporting papers will be circulated at least one week in advance of the meeting by the KSCB Business Unit.
- After being agreed by the Chair, minutes will be circulated to members 2 weeks after the meeting.

- Administration of the group will be undertaken by the KSCB Business Unit who will also maintain an up to date list of group members and their contact details.

## **8. Review**

- The chair of the group will ensure co-ordination with the other KSCB Groups.
- The arrangements will be reviewed upon any new policy or guidance, in particular upon receipt of the accountability framework.

## **9. Dispute**

In the event of a dispute arising between agencies which cannot be resolved, the chair will draw this to the attention of the KSCB Independent Chair.

# Terms of Reference

## Education Safeguarding Group

### 1. Purpose

To facilitate communication across the Education sector, on their statutory safeguarding duties, and compliance with KSCB policies and procedures. Led by Kent County Council's Interim Director of Early Help and Preventative Services the group is pivotal in identifying strategic and practice issues from with Education and Early Help and making recommendation to the KSCB.

### 2. Responsibilities

- k) To identify and discuss strategic issues being raised by Educational establishments and where required, make suitable recommendations to the KSCB for action;
- l) To ensure dissemination of information from KSCB meetings, Serious Case Reviews findings, and relevant guidance;
- m) To develop a work plan to carry out such work as directed by the Board and stated in the Business Plan;
- n) To report annually on the work plan, and contribute to the production of the annual report
- o) To enable representatives from schools, colleges and other educational establishments to link with the work of the KSCB;
- p) To support the KSCB in the way it responds to adverse inspection reports and school involved in cases. This would include Serious Case Reviews and Case Audits;
- q) To feedback to the KSCB on the implication of decisions relating to safeguarding in schools;
- r) To provide an opportunity for schools to identify and share best safeguarding practice and consider themes from Ofsted Section 5 inspections;
- s) To refer to the KSCB Sub Groups where appropriate, for example, the Quality & Effectiveness Sub Group for actions resulting from Serious Case Review;
- t) It is proposed that following each Group meeting, the Chair will provide a written summary report to the KSCB Business Group which will detail the activities of the network during the year;
- u) Members of the group should share information with their relevant education sector in addition to representing the views of their sector;
- v) To monitor, review and disseminate information about policy and procedures in light of legislative changes, national and local developments in practice and Serious Case Reviews action plans;
- w) Two members of the Group (including the Chair) to attend the KSCB and feedback relevant issues to the Group;

#### **4. Accountability**

- d) To be a formal group of the KSCB
- e) Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities
- f) The Chair of the Group to be a member of the KSCB Business Group
- g) The chair to provide a written report/update at KSCB meetings or at other times as agreed by the KSCB

#### **5. Membership**

The group will have a core membership drawn from the following:

- Education Safeguarding Team (EST)
- Primary, Secondary and Special Schools
- Further Education
- Early Help and Preventative Services
- Education Psychology
- KCC Libraries, Registration & Archives
- Early Years Settings
- KSCB
- Prevent and Channel Strategic Manager
- Virtual Headteacher
- Head of PRUs, Inclusion and Attendance

Other members may be co-opted as required.

#### **6. Frequency of meetings**

The group will meet at least four times each year.

#### **8. Support from the KSCB Business Unit**

- g) Agree the agenda with the Chair two weeks before the meeting
- h) Send out the agenda and supporting papers at least one week in advance of the meeting
- i) Produce and send out an action log to members no later than one week after the meeting
- j) Maintain an up to date list of members and their contact details
- k) Organise and provide administrative support for any task and finish groups commissioned
- l) Undertake research on behalf of the group to enrich and improve local processes and procedures.

# Terms of Reference

## Policy and Procedures Group

### 1. Purpose:

- Responsibility for coordinating the development of local policies, procedures, protocols and guidance for safeguarding and promoting the welfare of children on behalf of the KSCB and MSCB.

### 2. Responsibility:

To fulfill the Board's statutory functions relating to policy and procedure development as identified by the KSCB or MSCB:

- Prioritising those specified in Working Together 2015 and others identified by the KSCB or MSCB.
- Keep such policies under review, ensuring their timely revision.
- Undertake focused pieces of work at the request of the Boards. Co-opting additional professionals as required.
- Ensure clear service thresholds are in place with a common understanding across local partners.
- Review the training implications of any new policy or procedural development, liaising with the Boards' Learning and Development Groups.
- Co-operate with counterparts to develop joint Kent and Medway policies where such are mutually beneficial.
- Respond to regional and national consultations on behalf of the KSCB and MSCB within required timescales
- Contribute to both KSCB and MSCB's Annual Reports and Business Plans.
- The chair of the Group will ensure co-ordination with the Boards' other Groups.

### 3. Accountability:

- To be a standing group of KSCB and MSCB;
- To devise and deliver an agreed Group work plan that reflects the priorities of the KSCB and MSCB;
- The chair or deputy chair of the group to provide a written report/update at KSCB Business Group meetings and MSCB Board meetings;
- The group is empowered by KSCB and MSCB to make decisions, where this is consistent with the achievement of the agreed work plan;
- Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities.

### 4. Chair:

- Senior Probation Officer/Approved Premises Manager, National Probation Service (South East and East Region)

## **5. Membership:**

- The Policy and Procedures Group will have a core membership drawn from the key organisations represented on the KSCB and MSCB as below:
  - National Probation Service
  - Kent Fire and Rescue Service
  - Community Rehabilitation Companies, Kent, Surrey and Sussex
  - KCC, Education and Young People's Services
  - Kent Police
  - KCC, Specialist Children's Services
  - Medway Social Care
  - Medway Safeguarding Children Board
  - Kent Safeguarding Children Board
  - KCHFT
  - Kent and Medway CAMHS
  - CCGs (Designated Nurses)
- Other members may be co-opted as required.

Core members are expected to attend all meetings. Minimum attendance is set at 75% for core members. Deputies may represent core members if required but this should occur at no more than 25% of meetings. The Chair will deem the meeting not quorate if less than two thirds of the Core Membership is present.

## **6. Frequency of meetings:**

- Minimum of four times a year

## **7. Administration Arrangements:**

- Agenda and supporting papers will be circulated at least one week in advance of the meeting.
- Minutes will be agreed by the Chair and circulated approximately 2 weeks after the meeting by the KSCB Business Unit.
- Administration of the Group will be undertaken by the KSCB Business Unit.
- The KSCB Business Unit will also maintain an up to date list of group members and their contact details.

## **8. Review:**

- The Chair will facilitate an annual review of these terms of reference, amending as necessary.

# Terms of Reference

## Local Children's Partnership Groups Safeguarding Leads' Group

### 1. Purpose:

- To provide a link between the activity of the District Councils' Safeguarding Leads and the KSCB;
- To share examples of good practice.

### 2. Responsibility:

- To provide re-assurance that local safeguarding children issues are raised and addressed at a local level;
- Contribute to KSCB's Annual Report and Business Plan;
- The Chair of the Group will ensure co-ordination with the Board's other Groups.

### 3. Accountability:

- To be a standing group of KSCB;
- To devise and deliver an agreed Group work plan that reflects the priorities of the KSCB;
- The chair or deputy chair of the group to provide a written report/update at KSCB Business Group meetings;
- The group is empowered by KSCB to agree conclusions, where this is consistent with the achievement of the agreed work plan, and to ensure consistency across districts;
- Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities.

### 4. Chair:

The District Council Chief Executive representative on KSCB, currently the Chief Executive of Maidstone Borough Council

### 5. Membership:

- Each District Council's Safeguarding Lead
- KSCB Business Unit

### 6. Frequency of meetings:

Minimum of four times a year

**7. Administration Arrangements:**

- Agenda and supporting papers will be circulated at least one week in advance of the meeting.
- Minutes will be agreed by the Chair and circulated approximately 2 weeks after the meeting by the KSCB Business Unit.
- Administration of the Group will be undertaken by the KSCB Business Unit.
- The KSCB Business Unit will also maintain an up to date list of group members and their contact details.

**8. Review:**

The Chair will facilitate an annual review of these Terms of Reference, amending as necessary.

# Terms of Reference

## Risks, Threats and Vulnerabilities Group

### 1. Purpose

This is a joint group combining Kent Safeguarding Children Board (KSCB), Medway Safeguarding Children Board (MSCB) and Kent and Medway Safeguarding Adults Board (SAB). The group oversees multi-agency activity around Modern Slavery and Trafficking, Radicalisation and Extremism, Gangs, Online Safeguarding, Unaccompanied Asylum-Seeking Children (UASC), and Missing Children and Vulnerable Adults. The group will also consider the inclusion of other emerging vulnerabilities that may become apparent.

### 2. Responsibilities

- To gain a clearer understanding of current trends and threats, in order to protect and safeguard the welfare of children and adults at risk.
- To support and identify training needs for professionals around the priority areas identified.
- To share best practice across agencies to improve outcomes.
- To use the 4 Ps model to create a work plan.
- To give members the opportunity to invite guests to present on emerging issues.
- The lead agency for each priority should arrange a multi-agency task and finish group in order to review policies and procedures where relevant.
- Group members to cascade information within their agency and ensure the business of the group is embedded.

### 3. Chair and Vice Chair

- The group will be chaired by the KCC Prevent and Channel Strategic Manager.
- The Vice Chair will be the Detective Superintendent from Kent Police Public Protection Unit.

### 4. Accountability

- To devise and deliver an agreed work plan that reflects the priorities of the KSCB, MSCB and SAB.
- The Chair to provide a written report/update at KSCB/SAB Business Group and MSCB meetings as required.

### 5. Membership

- Designated Nurse
- District Council Safeguarding Leads' representative
- KCC and Medway Community Safety Teams

- KCC Education and Young People’s Services
- KCC Public Health
- KCC Specialist Children’s Services
- KCC Adult Safeguarding Unit
- Kent Police
- KMPT
- KSCB
- Lay Member
- Medway Council Children’s Services
- MSCB
- NHS England (Virtual Member)
- Kent and Medway Safeguarding Adults Board
- Probation Providers

## **6. Meetings**

- The group will meet quarterly for 3 hours.
- The group meeting agendas will be circulated in advance; items for inclusion on the agenda are welcome from members of the group.
- Membership of the group and its terms of reference will be reviewed at least annually.
- A meeting will be quorate provided that a representative from each of Kent County Council/Medway Council, Kent Police and Health is in attendance.
- Members providing updates as a standing agenda item are expected to attend the meeting, or if this is not possible, to send a deputy or written update.

## **7. Support from the Business Unit**

- Agree the agenda with the Chair two weeks before the meeting.
- Send out the agenda and supporting papers at least one week in advance of the meeting.
- Produce and send out the approved minutes and action log to members no later than two weeks after the meeting.
- Maintain an up to date list of members and their contact details.