



HSCB
Constitution

July 2017

Herefordshire
Safeguarding Children Board

Contents

1	Introduction	3
2	Key Legislation & Guidance	3
3	The Role of the HSCB	5
4	Governance and Accountability	5
5	Overview and Scrutiny Committee	6
6	HSCB Chairing Arrangements	7
7	HSCB Structure	8
8	HSCB Strategic Board Membership	9
9	Attendance	11
10	HSCB Board Meetings	12
11	HSCB Board Members Responsibility	13
12	Responsibilities of the Member Organisations	13
13	HSCB Sub Groups	14
14	Lay Members	15
15	Data Protection, Confidentiality and Freedom of Information	15
16	Finance and Staffing	15
17	Complaints	16
18	Review of the Constitution of the HSCB	16
	Appendices	
	1. Protocol Agreement	17
	2. HSCB Structure and Governance Chart	21
	3. HSCB Membership Agreement	23
	4. Sub Group Terms of Reference	25
	5. Confidentiality Agreement	61
	6. Partnership Memorandum of Understanding	62

Version Control

Written by	HSCB Business Unit
Date written	2006
Approved by	Herefordshire Safeguarding Children Board
Date approved	July 2017
Version	V5.0
Last revised	June 2017

1. Introduction

- 1.1 The Herefordshire Safeguarding Children Board (HSCB) was established by Herefordshire Council (the Local Authority) under Section 13 of the Children Act 2004 in its capacity as the Children's Services Authority for Herefordshire. The Board became operative on 1st April 2006 and replaced the Area Child Protection Committee from this date.
- 1.2 The HSCB is a statutory body providing a central coordinating function throughout Herefordshire for safeguarding children and promoting their welfare, agreeing how local organisations will co-operate in keeping children safe and ensuring the effectiveness of what they do.
- 1.3 Following the Children Act 1989, a child is 'anyone who has not yet reached their 18th birthday' although the HSCB recognises the important issue of 'transitions' in its work.
- 1.4 Section 10 of the Children Act 2004 places a duty to co-operate in order to improve the wellbeing of children in the area of the local authority on the local authority and its partners. The organisations that are statutory partners of the HSCB are set out in S 13(3) of the Act. This obligation includes an obligation to cooperate in the establishment of HSCB and to support its operations.

2. Key Legislation and Guidance

2.1 Children Act 2004: Section 14

The core objectives of HSCB are set out in S14 (1) of the Children Act 2004 as follows:

- 2.1.1 To co-ordinate what is undertaken by each person or body represented on the HSCB for the purposes of safeguarding and promoting the welfare of children in the area of the Authority; and
- 2.1.2 To ensure the effectiveness of what is undertaken by each person or body for that purpose.

2.2 Local Safeguarding Children Boards Regulations 2006: Regulation 5

The functions of HSCB, in relation to the above objectives are as follows:

- 2.2.1 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;
 - vi. safety and welfare of children who are privately fostered;
 - vii. co-operation with neighbouring children's services authorities and their Board partners.
- 2.2.2 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.
- 2.2.3 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;

- 2.2.4 Participating in the planning of services for children in the area of the authority; and
- 2.2.5 Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.
- 2.2.6 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; and
- 2.2.7 Putting in place procedures for ensuring that there is a coordinated response by the authority, their Board partners and other relevant persons to an unexpected death

2.3 Working Together to Safeguard Children 2015: Chapters 3 - 5

Details are provided of the additional expectations for the work of HSCB and include:

- i. The need to have an Independent Chair, who is accountable to the Chief Executive of Herefordshire Council.
- ii. The publication of an Annual Report on the effectiveness of child safeguarding and promoting the welfare of children in the local area;
- iii. Monitoring and evaluating the effectiveness of training, including multi-agency training.
- iv. The management of a Learning and Improvement Framework which applies to all partner agencies.
- v. Assessing the effectiveness of the Board Partner's response to Child Sexual Exploitation.
- vi. Assessing the effectiveness of the early help offer.

2.4 Additional Relevant Legislation

- 2.4.1 HSCB adopts the key principles of the United Nations Convention on the Rights of the Child, which in general terms provides that all children without exception or discrimination have a right:
 - i. to life through meeting the most basic needs, including food, shelter and access to health care;
 - ii. to be able to reach their fullest potential, from education and play to freedom of thought, conscience and religion;
 - iii. to be safeguarded against all forms of abuse, neglect and exploitation;
 - iv. to have free expression, which allows their views to be taken into account in all matters affecting them; and
 - v. the child's wellbeing and safety are the primary consideration in all actions concerning the child.
- 2.4.2 HSCB and its members are required to ensure that any actions taken by or on behalf of the organisation comply with the provisions of the Human Rights Act, 1998.

3 The Role of HSCB

- 3.1 HSCB has agreed the following Vision, Mission and Values which underpin our work as a multi-agency Board.

The **Vision** of HSCB is that children and young people in Herefordshire grow up in an environment in which their needs are met and they are safe from harm.

Our **Mission** is to work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Our **Values** as we work together are:

- 🧵 The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.
- 🧵 We will learn and be willing to develop, responding to evidence and best practice.
- 🧵 We will work in an open and honest manner with children, young people, their families and with each other.
- 🧵 We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.
- 🧵 We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

- 3.2 HSCB undertakes its role with regard to the functions, objectives and expectations outlined in section 2 within the county borders of Herefordshire. It work closely with the three other LSCBs in the West Mercia region (Worcester, Shropshire and Telford and Wrekin) to undertake work which will benefit from a regional perspective, most significantly in the development and maintenance of shared child protection procedures.

- 3.3 HSCB publishes an annual report every year which provides a rigorous assessment of the performance and effectiveness of local services and gives detail as to how HSCB is achieving its functions and objectives. The current Annual Report, along with those from previous years, is published on the Board's website

- 3.4 In addition to the Annual Report, HSCB publishes an annual Business Plan, also available on the website. The Business Plan outlines our long term agreed strategic development priorities with details about how they relate to improvement work in the current year and the necessary actions which need to be completed to deliver the agreed improvements.

4 Governance and Accountability

- 4.1 The HSCB will be a formal consultee on the development and any review of the Herefordshire Children and Young People's Plan which relates to the provision and commissioning of services for children. The HSCB Business Plan will be informed by the strategic objectives of the Children and Young People's Plan as well as other national and locally agreed HSCB safeguarding children priorities.

- 4.2 The Independent Chair of the HSCB will be a member of Herefordshire Children and Young People's Partnership Forum (CYPPF). The Chair will report on the HSCB's impact and achievements to the CYPPF and will challenge the CYPPF on how it is fulfilling its safeguarding children responsibilities on behalf of the HSCB. The Chair will also attend and report to the Herefordshire Health and Wellbeing Board (HWB) as and when required.
- 4.3 The HSCB has a clear strategic responsibility to undertake a scrutiny, quality assurance and challenge role in respect of how agencies individually and collectively promote the welfare and safety of children living in Herefordshire.
- 4.4 The Chief Executive of Herefordshire County Council (HCC) is responsible for holding the HSCB Independent Chair to account for the effective working of the HSCB. The Lead Member for Children and Young People is politically accountable for Herefordshire's Children's Social Care Services.

The HSCB Independent Chair works closely with Herefordshire County Council's Director of Children's Services, who have the statutory responsibility for improving outcomes for children and for delivering high quality children's social care functions.

Whilst a role for the HSCB is to monitor and review the work of all agencies involved in safeguarding and promoting the welfare of children within Herefordshire, it will also be subject to scrutiny and inspection itself, including external inspection by Ofsted.

- 4.5 The HSCB Business Plan will be agreed by the Board and made available to all relevant partner members on an annual basis. The role of partner members is to hold their organisation and its officers to account for their contribution to the effective functioning of the HSCB.
- 4.6 The HSCB Learning and Improvement Framework provide a systematic approach to the auditing and governance of safeguarding activities across all partner agencies and include the Section 11 audit. It is based on a premise of continuous improvement and seeks to identify and promote good practice as well as report on gaps and areas for improvement. It is available to view on the [Herefordshire Safeguarding Children Board](#) website.

5 Overview and Scrutiny Committee

- 5.1 There is a requirement for the HSCB to publish an annual report on the effectiveness of local safeguarding children arrangements. This report is published on the HSCB website and is submitted to the Chief Executive and Leader of the Council, to the local Police and Crime Commissioner and the Chair of the Herefordshire Health and Wellbeing Board. A copy of the HSCB Annual Report will also be formally presented to the members of Herefordshire County Council's Overview and Scrutiny Committee.
- 5.2 The HSCB Chair will therefore present the HSCB Annual Report to the Herefordshire Children and Young People's Partnership Forum (CYPPF) and Herefordshire Health and Wellbeing Board on behalf of the HSCB partnership. The Chair of the CYPPF will also report to the HSCB outlining overall progress made against the safeguarding outcomes set out in the Children and Young People's Plan.
- 5.3 A protocol has been developed between Herefordshire Children and Young People's Partnership Forum (CYPPF), Herefordshire Health and Wellbeing Board; and Herefordshire Safeguarding Children Board to help to develop local synergy, clarity of roles and responsibilities and effective communication between all three strategic partnership forums in

respect of promoting the welfare and safety of children. A copy of the protocol can be found at Appendix 1.

- 5.4 The HSCB is also required to have an effective working relationship with both the Community Safety Partnership and the Adult Safeguarding Board to address common areas of interest; including substance misuse, domestic abuse as well as sexual exploitation. The HSCB along with the latter two bodies have a shared Business Unit from 1st April 2015, supporting the development and implementation of their respective business plans and ensuring cross cutting thematic prioritisation. A memorandum of understanding has been developed between the HSCB, Adult Safeguarding Board, Community Safety Partnership, Health and Wellbeing Board and Children and Young People's Partnership to support this collaboration, and can be found at Appendix 6.
- 5.5 The Chairs of all of the strategic forums referred to above, along with the Director of Children's Services, Director of Public Health and the Director of Adult Social Care will regularly meet to discuss and align safeguarding activity across the Herefordshire Partnership.

6 HSCB Chairing Arrangements

- 6.1 The HSCB is chaired by an Independent Chair, who is accountable for the effective working of HSCB to the Chief Executive of the Herefordshire Council, drawing on other HSCB partners and, where appropriate, the Lead Member.
- 6.2 The Independent Chair works closely with all HSCB partners and particularly with the Director of Children's Services.
- 6.3 The Independent Chair is recruited by a multi-agency panel of statutory members of HSCB and will serve a three year term at which point his/her tenure will cease and a further selection process will commence which may include the current Chair if they so wish.
- 6.4 The performance of the Independent Chair will be reviewed through an annual appraisal completed by the Chief Executive of Herefordshire Council with the opinions of the HSCB members being sought beforehand. The Independent Chair must ensure the continued confidence of all HSCB members in maintaining the independence of the HSCB.
- 6.5 The Vice Chair will be a nominated representative from one of the partner organisations of the HSCB. The Vice-Chair role will be held for a three year tenure, with the possibility of extending the tenure for one further year.
- 6.6 The Chair of the HSCB will meet with the Director of Children's Services and with the Cabinet Member for Children's Services formally four times a year to monitor the business of the Board.
- 6.7 The Chair of the HSCB will meet quarterly with the Chief Executive of Herefordshire Council and meet with them as required in addition to this if there are any issues in respect of the Director of Children's Services duties and service performance.
- 6.8 The Independent Chair will engage with other Independent Chairs within formal structures such as the West Midlands group of Independent Chairs and the National Association of Independent Chairs of LSCBs.

7 HSCB Structure

7.1 The Strategic Board is the body responsible for ensuring compliance with the duties set out in the Children Act 2004 and consequential Regulations and Statutory Guidance. In carrying out that function it must:-

- i. Oversee the governance arrangements of HSCB;
- ii. Set the strategic direction for HSCB, taking account of any developments in national policy, practice and legislation;
- iii. Ratify the Annual Business Plan;
- iv. Create a culture of challenge that enables a robust analysis of single and multi – agency safeguarding performance and the quality of front line practice;
- v. Ratify the Annual work plans for the HSCB Executive Group, and Sub Groups;
- vi. Set the Annual Budget;
- vii. Develop and implement arrangements to engage with and secure the views of front line staff and use these to inform its work;
- viii. Ensure the work of the Board is informed by the views of children, young people and their parents and carers;
- ix. Oversee the Learning and Improvement Framework (including responsibility for Serious Case Reviews and Child Death Reviews) including the ratification of all individual SCR's/case reviews;
- x. Maintain links with relevant local partnerships in order to embed safeguarding procedures and principles within their constitution, policies and delivery plans;
- xi. Challenge and scrutinise the Children and Young People's Partnership Forum on its arrangements to safeguard children and young people.

7.2 The Strategic Board sets the direction of HSCB and is responsible for ensuring its effectiveness. Safeguarding Children Board sub-groups will be the mechanism to ensure the work of the Board is completed effectively. Any sub group working on behalf of the HSCB will only be established by the Board; be accountable to it; and report to it. Sub groups should be chaired by a HSCB Board Member. Appendix 2 sets out the structure of HSCB.

The following sub-groups have been set up:

7.3 *Executive Group*

The Executive group will coordinate the work of the HSCB and oversee the delivery of the HSCB business plan and monitor the impact of the Board's work. This group will also be the forum in which regional and cross border matters are considered, and a recommendation made to Board. Final decisions on regional and cross border matters will be made at Board level.

7.4 *Quality Assurance and Performance Sub group*

This group will design ways of objectively scrutinising and evaluating organisational arrangements as well as front line practice.

7.5 *Policy and Procedures Sub group*

This group will ensure appropriate procedures are in place in response to legislation and government guidance and local priorities.

7.6 *Training and Work Force Development Sub group (This is a joint group with Herefordshire Safeguarding Adult Board)*

This group co-ordinates the delivery of multi-agency safeguarding training and quality assurance of Safeguarding training in Herefordshire for all those with a role and responsibility to safeguard children and young people.

7.7 *Case Review Sub group*

This group is responsible for considering whether or not cases meet the Serious Case Review criteria or require another type of review to be undertaken. Other work-streams involve monitoring agencies compliance with SCR recommendations/action plans, analysing cases and SCRs completed by other LSCBs for key themes, learning and identifying trends.

7.8 *Child Sexual Exploitation (CSE) and Missing Sub group*

This sub group brings together the agendas of CSE, Missing, and Trafficking and at a strategic level. An operational group also exists to ensure coordination of activities to safeguard children and young people and disrupt offenders.

7.9 *Child Death Overview Panel*

This sub group completes the reviews of all child deaths as required by statutory guidance and identifies modifiable factors and learning that can be used to reduce the likelihood of future child deaths.

7.10 *Joint Communications Sub group (This is a joint group with Herefordshire Safeguarding Adult Board and Community Safety Partnership)*

This group ensures that all communications across partnerships relating to safeguarding are as coordinated and effective as possible. The group also ensures that the Board's priorities are captured within communications, and that agencies share their communications work so messages so other partners can offer support where possible.

8 HSCB Strategic Board Membership

8.1 The membership of HSCB's Strategic Board will comprise:

8.2 The agencies listed at Table 1 overleaf. Each agency shall designate particular named people, including a deputy Board member, as their HSCB member to ensure consistency and continuity in the membership of HSCB.

8.3 At least two lay members who appear to be representative of persons living in Herefordshire; and

8.4 Representatives from schools in Herefordshire in accordance with the principles set out in paragraph 5 (Chapter 3) of Working Together to Safeguard Children 2015

8.5 Other organisations invited by HSCB to be members having regard to Chapter 3 of Working Together to Safeguard Children 2015 include Ministry of Defence, Herefordshire Voluntary organisations Support Service (HVOSS), Hereford Housing, Church of England Diocesan representative and representative of multi faith group.

- 8.6 The Lead Member for children and young people who will attend as a ‘participant observer’.
- 8.7 The HSCB will ensure the attendance of necessary professionals and advisors at the meetings of the Board and sub groups, including Designated Nurse and Designated Doctor. Legal advice to HSCB and to Board meetings will be provided by the Legal Department of Herefordshire Council when required.

Table 1 Membership Grid	Statutory Voting Members	Other Voting Members	Officer/Advisor to the HSCB
Independent Chair Person		✓	
Lay Members		✓	
Lead Member for Children’s Wellbeing			
Herefordshire County Council	✓		
West Mercia Police	✓		
Herefordshire Clinical Commissioning Group	✓		
Wye Valley NHS Trust	✓		
2gether NHS Foundation Trust	✓		
NHS England Area Team	✓		
National Probation Service	✓		
Community Rehabilitation Company	✓		
CAFCASS	✓		
Youth Offending Services	✓		
Voluntary Sector and faith communities		✓	
Ministry of Defence		✓	
Hereford Housing		✓	
Assistant Director Safeguarding & Family Support (Herefordshire Council)		✓	
Public Health		✓	
Senior Representative (Early Years)		✓	
Senior Representative (Further Education)		✓	
Senior Representative (Special School)		✓	
Senior Representative (Primary School)		✓	
Senior Representative (Secondary School)		✓	

Table 1 Membership Grid	Statutory Voting Members	Other Voting Members	Officer/Advisor to the HSCB
HSCB/HSAB/ CSP Unit Manager			✓
HSCB lead Learning and Development Officer			✓
Designated Doctor			✓
Designated Nurse			✓
Principal Social Worker			✓

- 8.8 Members of HSCB and named deputies must have a strategic role within their agency in relation to safeguarding and promoting the welfare of children. They must have the authority and experience within their agency to enable them to provide resources, commit their agency on matters of policy and practice, and hold their agency to account.
- 8.9 Each member agency of the HSCB has a responsibility to contribute to the strategic direction and effective work of the Board. This should take precedence, if necessary, over their role as a representative of their organisation. Members are accountable to each other and to the organisation that they represent for the work of the HSCB, Executive, Subgroups and any Task and Finish Groups.
- 8.10 Board members are collectively responsible for coordinating local agencies safeguarding children arrangements and for ensuring that all agencies working with children in Herefordshire undertake their safeguarding duties and responsibilities in order to:
- Focus agency activity on delivering improved outcomes for children in the priorities and
 - To ensure the delivery of safeguarding arrangements through the implementation of the annual HSCB Business Plan.
- 8.11 It is important that each partner member on behalf of their agency remains accountable for ensuring that the staff they are sending to participate in subgroup activity are appropriately knowledgeable and sufficiently skilled to contribute to the relevant subject area. It is the responsibility of agencies to ensure that they have the appropriate representation in attendance at such meetings.
- 8.12 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 HSCB meetings. It is recognised that some members of the HSCB such as the voluntary sector, might not have clear accountability frameworks in place for the groups that they represent. In these circumstances, there is an expectation That they will effectively communicate the strategic objectives and work of the Board within their organisational networks.

9 Attendance

- 9.1 Members are expected to attend all quarterly and Extraordinary Board meetings or are expected to only send their Designated Deputy. Non-attendance of the Board Member or their Designated Deputy for two consecutive meetings will be highlighted to the HSCB Chair who will consider appropriate actions to be taken.

- 9.2 Member attendance at Board meeting will be reported to every Strategic Board meeting. Where a Board member does not attend two meetings in a rolling 12 month period the HSCB lead Learning and Development Officer will liaise with the individual within two weeks of the Board meeting where this is reported to clarify why this is and agree measures to help improve attendance.
- 9.3 Where attendance does not improve the HSCB Chair will liaise directly with the Chief Executive of the relevant agency within two weeks of the Board meeting where this is reported, in order to agree a course of action to ensure adequate representation of that agency on the Board.
- 9.4 A named deputy may attend in lieu of the nominated representative in the event that the nominated representative is unable to attend any particular meeting. When attending a meeting in such circumstances, the deputy shall be entitled to take part fully in the meeting with the right to speak and to vote. No other person apart from a nominated representative or named deputy will have a vote at a meeting of HSCB.
- 9.5 The Statutory Voting Members are:
- Herefordshire Council
 - Herefordshire Clinical Commissioning Group
 - Wye Valley NHS Trust
 - 2gether NHS Foundation Trust
 - NHS England Area Team
 - West Mercia Police
 - National Probation Service
 - Community Rehabilitation Company
 - West Mercia Youth Offending Service
 - CAF/CASS
- 9.6 Membership of non-statutory voting members can be altered by the HSCB at any time.

10 HSCB Board Meetings

- 10.1 Meetings of the HSCB will be held on a quarterly cycle and should last for a maximum of three hours. An Annual Development Day will take place in January of each year to review progress against the Business Plan and agree the strategic objectives for the coming year.
- 10.2 The Chair may call an extra-ordinary meeting at any time. Members can make a written request for an extra-ordinary meeting to the Chair. The Chair will decide whether to hold such a meeting. The Chair is unlikely to accede to a request unless two or more members make a request.
- 10.3 A meeting will not be quorate and therefore unable to make decisions binding on HSCB unless at least 3 statutory agencies are present.
- 10.4 In making decisions HSCB will seek to establish consensus. If that is not possible the decision will be taken by a simple majority of voting members present. If a vote is tied the person chairing the meeting will have a second and casting vote.
- 10.5 The agenda for the Board will be compiled in draft by Executive Group members prior to the Board meeting with the support of the HSCB Chair. The HSCB Chair will agree the final

version of the agenda for the Board.

- 10.6 All papers for the Board will be made available within the secure area of the Board website from HSCB Business Support Co-ordinator at least 5 working days prior to the meeting. It is the responsibility of all Board members to ensure that they have read all of the relevant documentation prior to their attendance at the Board to help to promote their full understanding and involvement within Board discussions and decision-making processes.
- 10.7 All HSCB meetings will be minuted and distributed to members in a timely manner. The minutes will be submitted for approval to the next meeting. Once approved, the Board minutes will be made publically available on the HSCB website to promote transparency.
- 10.8 The activities of the HSCB will be directly supported and have its work coordinated by the Learning and Development Officer and the Business Unit, including supporting the development of an annual business plan and sub group work plans.

11 HSCB Board Members Responsibilities

Working Together to Safeguard Children 2015 states that:

Members of an LSCB should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- ⌘ speak for their organisation with authority;*
 - ⌘ commit their organisation on policy and practice matters; and*
 - ⌘ hold their own organisation to account and hold others to account.*
-
- i. Contribute to the effective working of HSCB in promoting high standards of safeguarding work and fostering a culture of challenge and continuous improvement;
 - ii. To represent their organisation on the HSCB, 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 within the community;
 - iii. To represent the HSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children;
 - iv. To be responsible for ensuring that arrangements for the funding of the HSCB are addressed within their own organisations, in accordance with their duties under Section 15 of the Children Act 2004;
 - v. To be an objective member in undertaking scrutiny of the performance of the HSCB and the services provided by all organisations. Where necessary this should take precedence over their role as their organisation's representative; and
 - vi. To work to these agreed terms of reference, with explicit lines of reporting and communication.
 - vii. To participate in an annual Board Member Review with the HSCB Chair.

12 Responsibilities of the Member Organisations

- 12.1 Member organisations will be required to support their HSCB member in carrying out their responsibilities as an HSCB member. This will include providing dedicated time to fulfill their role, supporting them in developing a safeguarding accountability framework for their organisation, ensuring that safeguarding underpins all their activities with children and young people and that, in the case of the statutory partners, a recurrent and sufficient financial contribution is made to support the work of the HSCB.
- 12.2 To further assist HSCB members in carrying out their responsibilities, Chief Officers of all partner organisations will be asked to sign a membership agreement confirming their support of the written Constitution of the HSCB. The HSCB Membership Agreement can be found at Appendix 3.

13 HSCB Sub Groups

- 13.1 The role and functions of the Executive and each sub groups will be documented within each groups terms of reference, reviewed annually. These are included at Appendix 4 of this document.
- 13.2 Together, the Executive and sub groups will undertake the following responsibilities, devolved to them by the Board while acknowledging HSCB's Vision, Mission and Values (as set out in Section 3) throughout their work.
- I. Develop an annual work plan for their groups;
 - ii. Monitor the delivery of the annual sub group work plan and so their contribution to the HSCB Annual Business Plan.
 - iii. Use feedback from children, young people, parents and carers to inform their work.
 - iv. Contribute to the development of the Annual Report by submitting a report to the Independent Chair by the end of April each year on the work of the group, including examples of impact, during the previous year.
 - v. Contribute to the development the agenda for the HSCB meetings by highlighting areas of concern or for celebration through the Executive.
 - vi. Develop and approve policies, procedures and tools that support practitioners to exercise professional judgement and develop implementation plans.
- 13.3 The Executive will be chaired by the Independent Chair of the Board.
- 13.4 The Chairs of each sub group will become members of the Executive.
- 13.5 The Chair with responsibility for the functioning and co-ordination of each group will be responsible for chairing meetings and report directly to HSCB Executive on plans and progress achieved.
- 13.6 Each group will appoint a Vice Chair to chair meetings in their absence. If neither the Chair

nor Vice Chair are present at a meeting the members present will appoint a Chair. The name of the Chair and Vice Chair will be recorded within the terms of reference for each group.

- 13.7 HSCB members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the sub 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.
- 13.8 In the event that a nominated representative is unable to attend any particular meeting of a group, a substitute may attend in their absence.
- 13.9 The quorum for a meeting of a sub group shall be that at least three individual organisations are represented.
- 13.10 In the event that members of a sub group are unable to achieve consensus in making a decision the matter will be decided by a simple majority of members present. In the event of a tie, the person acting as chair of the meeting will have a second and casting vote.
- 13.11 If an HSCB member misses two of the previous three sub group meetings without ensuring an appropriate deputy is able to attend, the sub group Chairperson, on behalf of the Independent Chairperson, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

14 Lay Members

- 14.1 The HSCB has recruited lay members to sit on and contribute to the work of the Board. Lay members should promote the work of the Board within the wider community and bring a 'lay' perspective to the Board. Lay members will help to:
 - i. Support stronger public engagement in local safeguarding children issues and contribute to an improved understanding of the role and work of the HSCB within the wider community;
 - ii. Challenge the HSCB on the accessibility, clarity and transparency of its plans, priorities and achieved outcomes to children and the public;
 - iii. Help to improve working relationships between the HSCB and community groups.

15 Data Protection, Confidentiality and Freedom of Information

- 15.1 Members will ensure that their own organisation's Data Protection Registration, where appropriate, covers their involvement in the activities of the HSCB.
- 15.2 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 HSCB and will continue after the individual is no longer a member, or following the HSCB's dissolution
- 15.3 If any member who has access to confidential information or data knowingly breaches the law relating to particularly (but not limited to) the unauthorised disclosure of confidential information, they may be personally liable. The HSCB as a partnership body is not the subject to the requirements of the Freedom of Information Act 2000 however acknowledges that public authorities represented on our partnership board are. It is therefore the

responsibility of individual partners of the Board to make appropriate arrangements to ensure that the provisions of the Act are properly complied with.

- 15.4 All partners will be expected to agree, sign and comply with the HSCB Confidentiality Agreement (Appendix 5).

16 Financing and Staffing

- 16.1 To support the work of the HSCB, a Business Unit will be maintained, funded by contributions from the statutory partners and other partner agencies.
- 16.2 No later than October in each year, HSCB will determine a budget for the forthcoming financial year.
- 16.3 The Statutory Members will contribute to the budgeted cost of maintaining HSCB in proportions to be agreed by the Board at its January meeting.
- 16.4 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.

17 Complaints

- 17.1 Local Safeguarding Children Boards are not identified as having a statutory function in relation to the investigation of complaints. Complaints concerning Child Protection Conferences reaching stage 2 will be dealt with as defined in Chapter 4.8 of the HSCB Inter-agency Safeguarding Children Procedures. Panels convened to consider complaints at stage two of that procedure will be identified on a case by case basis, as required.

18 Review of the Constitution of the HSCB

- 18.1 Any changes to this HSCB Constitution shall be ratified by members of the Board. Any Board member may request a review of this Constitution by writing to the HSCB Chair giving reasons for their request and the desired outcome. The HSCB Chair will then notify the members of the Board and ensure the item is placed on the agenda for consideration. This document will be reviewed on an annual basis to ensure that it reflects national and local developments and that it remains fit for purpose.

Appendices: Terms of Reference for HSCB's Sub Groups

Appendix 1 CYPPF/HWBB and HSCB protocol

Appendix 2 – HSCB structure chart

Appendix 3 Terms of reference for HSCB Sub Groups are included in the following order:

- Executive
- Quality Assurance and Performance
- Joint Case Review
- Child Death Overview Panel
- Policy and Procedures
- Training and Workforce Development

- Child Sexual Exploitation and Missing sub group
- Appendix 4 Membership agreement

Appendix 5 Confidentiality agreement

Appendix 6 Partnership Memorandum of Understanding

Appendix 1



Protocol agreement between Herefordshire Children and Young People’s Partnership and Herefordshire Safeguarding Children Board

Introduction

Herefordshire Children and Young People’s Partnership consists of the sum total of co-operative arrangements and partnerships between organisations with a role in improving outcomes for children and young people.

The Herefordshire Safeguarding Children Board (HSCB) is a statutory body and has its own terms of reference or constitution that establishes its functions, membership and operating procedures. It is accountable to the Director of Children’s Services and Cabinet.

The Children and Young People’s Partnership is not a statutory body. Governance and accountability between the Herefordshire Health and Wellbeing Board, the partnership and HSCB have been confirmed as part of the Health and Wellbeing Board governance.

This protocol is an agreement which sets out the working arrangements between the HSCB and the Children and Young People’s Partnership and provides clarity over functions, roles and responsibilities of each

Herefordshire Children and Young People’s Partnership

Herefordshire’s Children and Young People’s Partnership provides interagency governance of the cooperation arrangements as a whole. It promotes strong joint planning and effective commissioning of services. It is responsible for developing and promoting a child and family-centred, outcome-led vision for all children and young people in Herefordshire via the Children and Young People’s Plan. This plan

identifies the priorities for children and young people, clearly informed by their views and those of their parents/carers and a comprehensive needs analysis. Herefordshire Children and Young People's Partnership monitors performance on its priorities at a high level and is responsible for putting in place robust arrangements for inter-agency governance to deliver improvements identified in the *Yes We Can* plan and subsequent plans.

The Children and Young People's Partnership will:

- Consult the Herefordshire Safeguarding Children Board (HSCB) on issues, which affect how children are safeguarded and their welfare promoted.
- Act upon recommendations and identified areas for improvement to safeguard children and young people made by the HSCB, ensure that specific activity is taking place, and report back to the HSCB on subsequent progress
- Ensure the HSCB is formally consulted during the development of the Children and Young People's Plan
- Invite the Chair of the HSCB to attend the Children and Young People's Partnership Executive meetings as a member of the Children and Young People's Partnership
- Ensure that messages and information provided by the HSCB are appropriately disseminated within Partnership member organisations
- Expect from the HSCB:
 - An annual review on HSCB activities and performance (within the statutory annual report)
 - A quarterly update on the Business Plan from the Independent Chair of the HSCB
 - Quarterly meetings between the Independent Chair (HSCB), Children and Young People's Partnership Executive Chair, Director for children's Wellbeing and Lead Member for Children
- Take an overview of the HSCB's activities as part of its monitoring arrangements, as the work of the HSCB falls within the framework of the *Yes We Can* Plan and subsequent plans.

Herefordshire Safeguarding Children Board

The role of HSCB is to co-ordinate the safeguarding activities of its partner agencies and to evaluate and scrutinise the effectiveness of what they do. Its functions are strategic and not operational. However it would expect to initiate activities which investigate and improve practice in safeguarding. It has the authority to call any agency represented on the partnership to account for its safeguarding activity.

HSCB and its activities are part of the wider context of Children and Young People's Partnership arrangements in Herefordshire. HSCB contributes to the wider goals of improving the well being of all children whilst being primarily focused on ensuring robust safeguarding arrangements for all children and young people in Herefordshire. Within the wider governance arrangements its role is to ensure the effectiveness of the arrangements made by individual agencies and the wider partnership to safeguard and promote the welfare of children.

The HSCB will:

- Take responsibility for monitoring actions to improve safeguarding, including action plans arising from Serious Case Reviews feeding back learning and undertaking audits to ensure that lessons have been learned.
- Feed back results from the above activities to the Partnership, advising on ways to improve and highlight areas of underperformance
- Ensure through regular evaluation that partner agencies comply with the duty to discharge their functions having regard to the need to safeguard and promote the welfare of children (Children Act 2004, s.11).
- Hold the Children and Young People's Partnership to account on matters of safeguarding in all its activities, providing appropriate challenge on performance and results of performance indicators
- Initiate the development, regular review and active dissemination to all partner agencies of good practice Protocols to inform and assist multi-agency working
- Highlight gaps in service for the Children and Young People's Partnership to consider as part of its commissioning process work and propose solutions.
- Provide quarterly formal reports on its findings from its scrutiny activity to the Children and Young People's Partnership, including the annual report.
- Invite the Lead Member to attend the HSCB as a participant observer

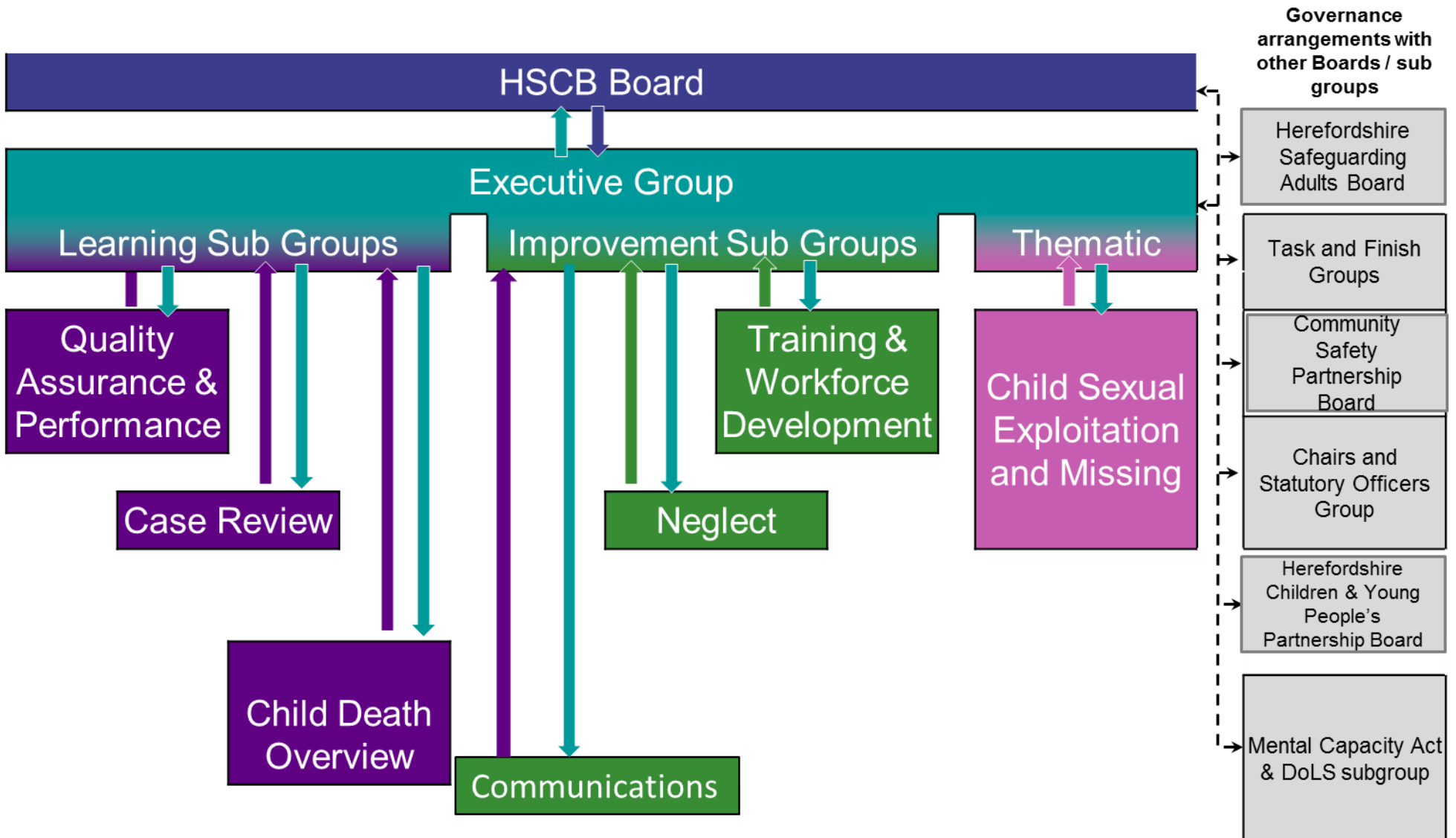
Both organisations will

- Have an ongoing and direct relationship, communicating regularly
- Work together to ensure action taken by one body does not duplicate that taken by another
- Ensure they are committed to working together to ensure there are no unhelpful strategic or operational gaps in policies, protocols, services or practice.

**Date of agreement: 2 February 2015 CYPP Executive
Review: October 2015**

HSCB Structure and Governance Chart

June 2017





Appendix 3: Herefordshire LSCB Membership Agreement

1. Duty to Safeguard

This membership agreement represents an agreement between Herefordshire Council as the body with the statutory duty under Section 13(1) Children Act 2004 and its Board partners as defined in Section 13(3) of the Act, together with relevant persons and bodies as defined in Section 13(4) to (6) of the Act. It also recognises the explicit two way duty of co-operation between the Council as the Local Authority establishing Herefordshire Local Safeguarding Children Board (HSCB) and each Board partner, as set out in Section 13(7) of the Act.

2. Purpose

The agencies and organisations represented on the HSCB share a statutory commitment under the Children Act 2004 to co-operate and work together to safeguard and promote the welfare of children. It is each member's responsibility and duty to contribute to steering the strategic direction of the HSCB and to ensure implementation of both Working Together Guidance and Standard 5 of the National Services framework for children, young people and maternity services.

The LSCB is responsible for co-ordinating local agencies' arrangements and has a collective responsibility for ensuring the effectiveness of local arrangements and services of all agencies working to safeguard children in Herefordshire.

3. Expectations of Members

All Board members will share the responsibility for ensuring that the HSCB objectives are delivered. Chairpersons of each individual sub-group will be responsible and accountable for agreeing their terms of reference and supporting plans within their remit.

Each Board partner accepts the responsibility to:

- Strive to be represented with 100% attendance of which no more than 20% should be by an alternative named representative;
- Be responsible for their agency's contribution to safeguarding children whether this is agency resources, financial, human or in kind; and to ensure they are utilised to meet HSCB objectives. Any shortfalls should be brought to the attention of their agency and the Board;
- Act as a channel of communication between their own agency and the Board and to be the named advocate for safeguarding in all matters relating to the HSCB within their agency/professional body;
- Accept responsibility for monitoring the effectiveness of arrangements, to contribute to and examine regular updates, data and analysis on individual and joint agency performance;
- For those members who represent more than one agency e.g. voluntary Sector representative and schools, to ensure effective communication with the partners they represent.

4. Terms and Conditions

- It is expected that the HSCB representatives will be senior managers within their organisation. Members should be able to commit their agency/professional body to joint working and in some cases allocate and/or reshape resources to support the work of the HSCB.
- No fees will be paid by the HSCB for agency time or expenses for attendance at meetings.
- Agencies will be expected to respect any HSCB shared information as confidential and will be expected to sign and confidentiality agreement.

HSCB Agency Representative:

Safeguarding and promoting the welfare of children requires effective co-operation amongst all those who work with or who are involved with children in Herefordshire. **By signing this HSCB Membership Agreement you are stating your intention to fulfil your obligations as a HSCB member, as detailed within the HSCB Constitution.**

Name of Agency: _____

Name of Agency's HSCB Representative: _____

Signature of Agency's Representative: _____ Date: _____

Chief Executive of Agency:

The person named above has been designated to represent your agency on Herefordshire Local Safeguarding Children Board.

Please confirm that they have a strategic role in relation to the safeguarding and promoting of welfare of Herefordshire children and young people and can:

Speak for your agency with authority;

- Commit your agency on policy and practice matters;
- Hold your agency to account.
- Ensure your organisation has adequate technical and organisational safeguards in place to protect information shared by the LSCB and other agencies.

Should the above named person be unable to attend the LSCB, the designated deputy for your agency has been identified as:

Name of Agency's Deputy HSCB Representative: _____

(This deputy will also be expected to meet the criteria outlined within the HSCB Terms of Reference.)

Name of Chief Executive of Agency: _____

Signed: _____ Date: _____

Appendix 4

HSCB Executive Terms of Reference

Approved by:

Date: July 2016

Date of Review: July 2017



Chairperson: Independent Chair, HSCB

Vice Chair: tbc

Meeting Frequency: Approximately 6-weekly

Quorum: 3 agencies (NB health agencies count as one for the purposes of quoracy)

1. Purpose and function

- To coordinate, drive and oversee the work of the LSCB and ensure the implementation of the LSCB business plan

2. Objectives

- Ensure the voices of children/young people are heard;
- Oversee and co-ordinate the work of the subgroups and the HSCB business unit;
- Prepare, monitor and review the annual Business Plan for consideration by HSCB;
- Develop and maintain the HSCB risk register;
- Monitor attendance at HSCB and its subgroups;
- Report to HSCB at each of its quarterly meetings on the progress of HSCB's work including proposing revised timescales with a rationale for the revision should deadlines not be possible to meet;
- Monitor the impact of action plans arising from single agency inspections on behalf of the Board;
- Identify thematic activity for the QA subgroup;
- Hold lead officers to account for effective delivery of agreed actions;
- Contribute to the development of the Annual Report;
- Maintain the active engagement of specialist advisors in the work of HSCB;

- 🔗 Oversee, scrutinise and monitor the terms of reference and work plans for any subgroups and task groups established to ensure they are compliant with legislation and guidance and with the HSCB Business Plan;
- 🔗 Respond to Department of Education (DfE) consultations;
- 🔗 Advise HSCB of any resource implications arising from the outputs from task and finish groups; and
- 🔗 Carry out any other tasks which HSCB may require.

There is no budget attached to this subgroup. All requests for financial support must be directed to HSCB.

3. Membership

- 🔗 Chairs of all HSCB subgroups
 - Voluntary Sector Representative
- 🔗 In attendance
 - HSCB Learning and Development officer
 - HSCB/HSAB/CSP Business Unit Manager
 - HSCB Business Support Officer

Chairing arrangements and terms of reference will be reviewed and agreed annually. Administrative support will be provided by HSCB business unit.

4. Attendance

If an HSCB member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the HSCB Independent Chair, on behalf of the HSCB, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

5. Accountability/reporting arrangements

The group is accountable to Herefordshire Safeguarding Children Board.

6. Communications

Any messages arising from the work of this sub group for a wider audience, such as awareness raising events and publications, should be channelled through the Joint Communications sub group of the Board.

This multi-agency group has the responsibility for ensuring all messages to and from

the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Lead Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.

HSCB Quality Assurance and Evaluation Sub Group Terms of Reference

Approved by: HSCB Executive Group

Date: May 2017

Date of Review: May 2019



Chairperson*: Lynne Renton (CCG)

Vice Chair: Cath Thomas (HCC)

Meeting Frequency: Monthly

Quorum: 3 agencies (or nominated deputies – health agencies count as one for the purposes of quoracy)

6. Overall Purpose

As a learning group of the HSCB the Quality Assurance and Evaluation Sub Group undertakes their assigned tasks within the HSCB Learning and Improvement Framework (as set out in the Quality Assurance Programme) to improve the health and safety of children in Herefordshire.

7. Role, Function and Responsibilities

To provide evidenced assurance to the HSCB that robust monitoring systems of effective processes, are in place, to safeguard children in Herefordshire.

This will include:

- 🎗 A multi-agency strategic audit plan based on SCB priorities*
- 🎗 A themed balanced scorecard in line with SCB priorities*
- 🎗 Undertaking themed multi-agency audits based on emerging trends or issues as identified by the group*
- 🎗 Interrogation of single agency and multi-agency performance data*
- 🎗 Identifying and sharing good practice and learning outcomes. These outcomes will be monitored to compliance.*
- 🎗 Manage and monitor section 11 arrangements.*

8. Membership and Chairing Arrangements

The following organisations/sectors will be represented within the core membership of the group:



Health

-  *2gether NHS Foundation Trust*
-  NHS Herefordshire CCG
-  Wye Valley Trust



Local Authority

-  *Children's Wellbeing Services*

Other Organisations/Sectors

-  West Mercia Police
-  Third sector

In attendance

-  *Business Unit Learning and Development Officer*
-  Business Unit Business Support Co-ordinator

Additional members may be identified during the audit preparation process who will be encouraged to attend.

9. Attendance

If an HSCB member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the HSCB Independent Chair, on behalf of the HSCB, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

10. Accountability/reporting arrangements

The group is accountable to the Executive Group of Herefordshire Safeguarding Children Board.

11. Authority to act

The group has delegated authority from Herefordshire Safeguarding Children Board to monitor outcomes, address failure to implement actions and take necessary steps when insufficient assurance is presented.

12. Confidentiality

It is agreed that all members and others present at an audit will be bound by a confidentiality agreement which prohibits any dissemination of information beyond the purpose of the audit process. It is understood that there may be an individual case which requires that a particular agency be asked to take the lead in addressing a systemic or quality of care issue based in the agency's clear connection with the issue at hand. All data should be shared or reviewed by the members as permitted within the stipulations of the Data Protection Act, including historical information. Much of the information is protected from public disclosure.

13. Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities. This will form an annual report for the board.

14. Agendas and papers

Agendas and papers should be with the members of the committee five days before the meeting. It is the responsibility of the person producing the report to ensure it is with the Business Unit seven days before the meeting.

10. Communications

Any messages arising from the work of this sub group for a wider audience, such as examples of best practise or areas for common consideration should be channelled through the Joint Communications sub group.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.



Herefordshire
Safeguarding Children Board



Joint Case Review Sub Group Terms of Reference

Approved by: HSCB and HSAB

Date: April 2017

Date of Review: April 2018

Chairperson: Adam Scott, Assistant Director, Children's Social Care

Vice Chair: Lynne Renton, Head of Safeguarding, CCG

Meeting Frequency: Monthly

Quorum: 3 agencies (or nominated deputies – health agencies count as one for the purposes of quoracy)

1. Overall Purpose and Accountability Arrangements

The Joint Case Review Sub Group (JCR) acts as a learning sub group to:

- **Herefordshire Safeguarding Children Board (HSCB)**
- **Herefordshire Safeguarding Adults Board (HSAB)**
- **Herefordshire Community Safety Partnership**

The group is accountable to the Steering Groups of Herefordshire Safeguarding Children Board, Herefordshire Safeguarding Adults Board and Herefordshire Community Safety Partnership.

Herefordshire Safeguarding Children Board has a legal duty to undertake reviews of serious cases (SCRs) where children have died or suffered serious harm, the criteria for such reviews is set out in Working Together 2015. The chair of HSCB has the responsibility for decision making about whether to conduct a review in individual cases.

Herefordshire Safeguarding Adults Board has a legal duty to undertake reviews of cases where an adult at risk has died or suffered serious harm, the criteria for such reviews is set out in the Care Act 2014. The chair of HSAB has the responsibility for decision making about whether to conduct a review in individual cases.

Herefordshire Community Safety Partnership (or Crime and Disorder Reduction Partnership) has a statutory duty to undertake a Domestic Homicide Review (DHR) when a person (over 16) is murdered either by an intimate partner or a member of their household. The chair of CSP has the responsibility for decision making in individual cases. The criteria are set out in the Home Office Domestic Homicide Review Guidance 2014.

All three Boards are committed to reviewing cases that do not meet the formal criteria for full review, but where it there has been serious harm caused to an individual by abuse or neglect and it is felt that there could be useful learning for staff and agencies in Herefordshire. Where there has not been a death, or where no serious harm caused to an individual, the three boards will need to consider how they may want to review other cases which arise where there may be a need for inter- agency learning. Such cases fall outside the scope of the JCR sub group.

Any costs incurred in commissioning external reviews will be met by the relevant boards. The chair of the relevant board must be consulted before any expenses are incurred.

2. Role, Function and Responsibilities

- Identify cases which may fall into one or more of the review cases described above and gather information to determine whether the case meets the criteria for a SCR/SAR/DHR
- Make a recommendation to the relevant chair about whether a formal review should be undertaken, and if not, recommend whether or how any other type of review should be undertaken
- Where a potential case could fall into the criteria for more than one type of review, the JCR group will consider whether the needs of the case could be covered by a single review type of review and will recommend to the relevant board chairs which type of review should be conducted
- Approve the appointment of the independent chair for the SCR/SAR/DHR
- Select and approve a panel to oversee the review process
- Approve the Terms of Reference for the SCR/SAR/DHR
- Approve the Public Summary and Overview Report prior to submission to the relevant Board
- Submit Overview Report to the National Panel of Experts at least 7 days before publication
- To set terms of reference for lower level reviews, and to receive and implement recommendations arising from those reviews
- To identify and share relevant local learning from reviews conducted in other areas

Purpose of Case Reviews

In all cases, the purpose of review is **not** to apportion blame for any death or serious harm that has occurred. The purpose of case review is:

- ✓ To establish whether there are lessons to be learned from the case
- ✓ To identify what those lessons are, how they will be acted upon and what is expected to change as a result
- ✓ To inform and improve local inter-agency working
- ✓ To review the effectiveness of procedures (both multi-agency and those of individual organisations) and make recommendations for improvements

3. Membership and Chairing Arrangements

A chair and vice chair will be appointed for a period of two years. The chair must be a full member of the Board of either HSCB or HSAB.

Where the chair is a representative of an organisation which is integral to a potential or ongoing Case Review, it is advisable for the vice chair or other member to chair meetings in relation to the Case Review in question.

The following organisations/sectors will be represented within the membership of the group:

Health

- 2gether NHS Foundation Trust
- NHS Herefordshire CCG
- Wye Valley NHS Trust

Local Authority

- Children's Wellbeing Services (Service Manager within children's social care)
- Children's Wellbeing Services (Education)
- Adult Wellbeing Services (Safeguarding)

Other Organisations/Sectors

- Probation (NPS/CRC)
- West Mercia Police

In attendance

- HSCB Lead Learning & Development Officer
- HSCB Business Support Co-ordinator

4. Attendance

The JCR Group will meet monthly and additionally as frequently as is necessary to complete its tasks efficiently when Case Reviews are contemplated or ongoing.

If an HSCB member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the HSCB or HSAB Independent Chair, on behalf of the respective Board, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

In addition to the duty to attend meetings and to contribute to discussions, members will have the additional duty to ensure that members of their own agency who contribute to a review are appropriately briefed, trained, prepared and supported.

5. Processes

- i. Any agency becoming aware of the existence of a case that may fit the criteria for one of the above reviews must refer it to the JCR Group via the referring agency's sub-group lead, who will then refer in to the Business Unit using the agreed referral form without delay.
- ii. The Chair of the JCR Sub Group will decide whether the referral is appropriate and whether to convene an extraordinary meeting of the group or if consideration of the case can wait until the next scheduled meeting.
- iii. Details of potential referrals are circulated to all members at least 5 working days before the next JCR Group meeting.
- iv. All agencies will complete a brief (1 page) scoping document to summarise whether they have had any contact with the named individual or family; key points of involvement and decisions made; and any factors that may lead to review being required, either coming from their own agency's involvement or from concerns about multi-agency working.
- v. The case is then discussed at the JCR meeting and a recommendation is agreed to take to the relevant decision maker.
- vi. The outcome of the recommendation is reported back to the next JCR meeting.

6. Framework for Safeguarding Adults Reviews

The current statutory framework is set out in Chapter 23, Part 1 of the Care Act 2014.

Criteria

(1) An Safeguarding Adult Board (SAB) must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if—

(a) there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, and

(b) condition 1 or 2 is met.

(2) Condition 1 is met if—

(a) the adult has died, and

(b) the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).

(3) Condition 2 is met if—

(a) the adult is still alive, and

(b) the SAB knows or suspects that the adult has experienced serious abuse or neglect.

(4) An SAB may arrange for there to be a review of any other case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs).

(5) Each member of the SAB must co-operate in and contribute to the carrying out of a review under this section with a view to—

(a) identifying the lessons to be learnt from the adult's case, and (b) applying those lessons to future cases.

7. Framework for Domestic Homicide Reviews

Domestic Homicide Reviews (DHRs) have been established on a statutory basis under section 9 of the Domestic Violence, Crime and Victims Act (2004), which came into force on 13.4.11. Community Safety Partnerships (CSPs) are responsible for establishing and co-ordinating reviews.

What is a DHR?

A DHR is a review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by a person to whom he/she was related or in an intimate relationship or, a member of the same household as him/herself.

Who needs to be involved?

The persons / bodies that have a statutory duty to participate in a DHR are Chief Officers of Police, Local Authorities, Strategic Health Authorities, Primary Care Trusts, Providers of Probation Services and NHS Trusts. Other organisations can also be requested to participate on a case by case basis.

The decision to complete, or not complete, a DHR following a domestic homicide must be reported to the Home Office, who have the power to instruct a DHR to be conducted.

8. Framework for Children's Serious Case Reviews

The current statutory framework is set out in Regulation 5 of the Local Safeguarding Children Boards Regulations 2006.

Regulation 5(1) (e) and (2) set out an LSCB's function in relation to serious case reviews, namely:

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

(2) For the purposes of paragraph (1) (e) a serious case is one where:

(a) abuse or neglect of a child is known or suspected; and

(b) either — (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

Working Together 2015 sets out the criteria under which Serious Case Reviews should be considered:

12. Cases which meet one of these criteria (i.e. regulation 5(2)(a) and (b)(i) or 5(2)(a) and (b)(ii) above) must always trigger an SCR. In addition, an SCR should always be carried out when a child dies in custody, in police custody, on remand or following sentencing, in a Young Offender Institution, in a secure training centre or a secure children's home, or where the child was detained under the Mental Health Act 2005. Regulation 5(2)(b)(i) includes cases where a child died by suspected suicide.

13. Where a case is being considered under regulation 5(2)(b)(ii), unless it is clear that there are no concerns about inter-agency working, the LSCB must commission an SCR. The final decision on whether to conduct the SCR rests with the LSCB Chair. If an SCR is not required because the criteria in regulation 5(2) are not met, the LSCB may still decide to commission an SCR or they may choose to commission an alternative form of case review.

14. LSCBs should consider conducting reviews on cases which do not meet the SCR criteria. They will also want to review instances of good practice and consider how these can be shared and embedded. LSCBs are free to decide how best to conduct these reviews. The LSCB should oversee implementation of actions resulting from these reviews and reflect on progress in its annual report.

9. Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities. This will form an annual report for the HSCB, HSAB and the Community Safety Partnership.

10. Communications

Any messages arising from the work of this sub group for a wider audience, such as learnings from Serious Case Reviews, Safeguarding Adult Reviews and Practice Learning Reviews, should be channelled through the Joint Communications sub group of the Board.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Lead Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.

11. Agendas and papers

Agendas and papers should be with the members of the sub group five working days before the meeting. It is the responsibility of the person producing reports or referrals to ensure it is with the Business Unit of the Safeguarding Boards seven working days before the meeting.

HSCB Child Death Overview Panel Terms of Reference

Approved by: HSCB Executive

Date: April 2017

Date of Review: April 2018



Chairperson*: Arif Mahmood, Public Health

Vice Chair: Lynne Renton, CCG

Meeting Frequency: Quarterly

Quorum: 3 agencies (or nominated deputies – health agencies count as one for the purposes of quoracy)

1. Purpose

Through a comprehensive and multidisciplinary review of child deaths, Herefordshire Safeguarding Children Board's Child Death Overview Panel (CDOP) aims to better understand how and why children in Herefordshire die and to use these findings to take action to prevent child deaths and improve the health and safety of our children and young people.

In carrying out its activities the CDOP will meet the requirements set out in Regulation 6, of the Local Safeguarding Children Boards Regulations 2006, made under section 14(2) of the Children Act 2004. The LSCB is responsible for:

- (a) 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 not previously identified.
 - ii. Any matters of concern affecting the safety and welfare of children in Herefordshire.
 - iii. Any wider health, public health or safety concerns arising from a particular death or from a pattern of deaths in Herefordshire.
- (b) Putting in place procedures for ensuring that there is a coordinated response by the authority, their Board partners and other relevant person to an unexpected death.

2. Objectives

1. To ensure the accurate identification of, and consistent reporting of the cause and manner of every child death.
2. To ensure that local procedures and protocols are developed, implemented and audited, in line with the guidance in Chapter 7 of Working Together 2010.
3. To collect and collate an agreed minimum data set on all child deaths in Herefordshire and, where relevant, to seek additional information from professionals and family members.
4. To evaluate data on the deaths of all children normally resident in Herefordshire, 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.
5. To evaluate specific cases in depth and, where necessary, to learn lessons or identify issues of concern and take appropriate action.
6. 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.
7. 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.
8. To identify and advocate for necessary changes in legislation, policy and practice to promote child health and safety and to prevent child deaths.
9. To ensure, in consultation with local Coroner, that local procedures and protocols are developed, implemented and audited, in line with the guidance in Chapter 5 of Working Together 2015.
10. To increase public awareness of the issues that affect the health and safety of children
11. Where concerns of a criminal or child protection nature are identified;
 - 🔗 To ensure that the police and coroner are aware and inform them of any specific new information that may influence their inquiries;
 - 🔗 To notify the Chair of the HSCB 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
 - 🔗 Receive information from local Coroner

12. 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.
13. To have arrangements in place for providing information and feedback about the process to parents/carers.
14. To monitor the support and assessment services offered to families of children who have died.
15. To monitor and advise the HSCB on the resources and training required locally to ensure an effective inter-agency response to child deaths.
16. To establish a process for reviewing the response by HSCB/individual agencies to recommendations made by CDOP.
17. To agree the Annual Report for presentation to HSCB and for wider public dissemination.
18. To co-operate with any regional and national initiatives, e.g. the Mothers and Babies Reducing Risk through Audits and Confidential Enquiries (MBRRACE), in order to identify lessons on the prevention of child deaths.

3. Scope

The CDOP will gather and assess data on the deaths of all Children and Young People from birth (excluding those babies who are stillborn) up to the age of 18 years (17yrs 364 days) who are normally resident in Herefordshire. This will include neonatal deaths, expected and unexpected deaths in infants and in older children. The CDOP will gather and consider more detailed information on certain, specific deaths, in particular those which may have lesson for the prevention of further deaths. Such information would include:

Medical records pertaining to the admission associated with the death, plus other medical notes, including discharge summaries from previous admissions.

- 🔗 Post mortem report and information available from the Coroner.
- 🔗 Report from the Rapid Response Team where applicable
- 🔗 Overview Report of Serious Case Review
- 🔗 Serious Untoward Incident Report
- 🔗 Children's Services information/summary of involvement
- 🔗 Any other agency report relevant to Child's Death

The CDOP may undertake thematic reviews e.g. premature infants, children with life-limited conditions. In some instances the Panel may decide to seek an independent review of a child's death.

Where a child who is normally resident in another area dies within Herefordshire, that death shall be notified to the CDOP in the child's area of residence. Similarly, when a child normally resident in Herefordshire dies outside the home area, Herefordshire's CDOP should be notified. In both cases an agreement should be made as to which CDOP (normally that of the child's area of residence) will review the child's death and how they will report to the other.

4. Panel Membership

The Child Death Overview Panel will have a permanent core membership drawn from the key organisations represented on the HSCB. Other members may be co-opted to contribute to the discussion of certain types of deaths e.g. suicide, drug related deaths.

Regular attendance at the Panel meetings is essential and it will prove difficult for the Panel to function effectively unless the following agencies are represented: Police, WVT, Public Health, CCG, Coroner's Officer and Children's Services.

5. Confidentiality and Information Sharing

Information discussed at the CDOP meetings will not be anonymised prior to the meeting. It is therefore essential that all members adhere to strict guidelines on confidentiality and information sharing. Information is being shared in the public interest for the purposes set out in Working Together to Safeguard Children 2015 and is bound by legislation on data protection.

CDOP members will all be required to sign a Confidentiality Agreement before participating in the CDOP. Any co-opted members and observers will also be required to sign the Confidentiality Agreement. At each meeting of the CDOP all participants will be required to sign an Attendance Sheet, confirming that they have understood and signed the confidentiality agreement.

Any reports, minutes and recommendations arising from the CDOP will be fully anonymised and steps taken to ensure that no personal information can be identified.

6. Accountability and Reporting Arrangements

The CDOP will be accountable to the Chair of Herefordshire Safeguarding Children Board.

The Child Death Overview Panel is responsible for developing its work plan, which should be approved by the HSCB. It will prepare an Annual Report for the HSCB, which is responsible for publishing anonymised information.

The HSCB takes responsibility for:

- Disseminating the lessons to be learnt to all relevant organisations

- Acting on any recommendations to improve policy, inter-agency working and professional practice to safeguard and promote the welfare of children.

The HSCB will supply data regularly on every child death as required and publish nationally comparable, anonymised analyses of these deaths.

7. Communication

Any messages arising from the work of this sub group for a wider audience, such as learnings from child deaths, examples of best practice or areas for common consideration should be channelled through the Joint Communications sub group of the Board.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Lead Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.



HSCB Policy and Procedures Sub Group Terms of Reference

Approved by: HSCB Executive

Date: May 2017

Date of Review: May 2018

Chairperson*: Hazel French

Vice Chair: West Mercia Police Representative

Meeting Frequency: Bi-Monthly

Quorum: 3 agencies (or nominated deputies – health agencies count as one for the purposes of quoracy)

1 Overall Purpose

15. To co-ordinate the development of new local policies, procedures and guidance for safeguarding and promoting the welfare of children and young people in Herefordshire. In addition the group analyses the implications of national multi-agency policies, procedures, guidance or research findings in terms of the need to develop any additional local policy, procedures or guidance
16. The group also contributes to the development and updating of the West Mercia Safeguarding Procedures through the West Mercia Consortium.

2 Role, Function and Responsibilities

- 🔗 Delivering on work streams allocated through the HSCB Business Plan
- 🔗 Ensure that local and regional policies, procedures and protocols are in keeping with the national policy framework and legislation
- 🔗 Advise HSCB Executive of emergent local and national issues as they arise
- 🔗 Co-ordinate policy development with regional partners and PHEW (west Midlands Procedures)

- ⌘ Respond to relevant national and regional consultations
- ⌘ To ensure that all the HSCB policies, procedures and guidance are accessible to all staff within member agencies and independent practitioners in contact with children, young people and their families
- ⌘ To ensure current safeguarding procedures are reviewed in light of any issues arising from local or national case reviews including Serious Case/Child Death Reviews
- ⌘ The sub group will ensure that information is submitted to the appropriate sub group to ensure that workforce development, communication and monitoring of policy and practice is undertaken as required.

3 Membership and Chairing Arrangements

The following organisations/sectors will be represented within the membership of the group:

Health

- ⌘ 2gether NHS Foundation Trust
- ⌘ NHS Herefordshire CCG
- ⌘ Wye Valley NHS Trust.

Local Authority

- ⌘ Children's Wellbeing Services (Service Manager within children's social care)

Other Organisations/Sectors

- ⌘ Education
- ⌘ West Mercia Youth Justice Service
- ⌘ West Mercia Police
- ⌘ Third Sector / Independent Sector.

In attendance

- ⌘ Learning & Development Lead Officer
Safeguarding Board Business Support Coordinator
- ⌘ Legal Advisor (upon request).

4 Attendance

Each member shall appoint a named person as deputy to attend in their place in the event of their unavoidable absence.

If an HSCB member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the HSCB Independent Chair, on behalf of the HSCB, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

5 Accountability/reporting arrangements

The group is accountable to the Chair of the HSCB and the Board.

The group will provide reports to the Executive Group as required.

The group will contribute to HSCB's Annual Report.

6 Authority to act

The group has delegated authority from Herefordshire Safeguarding Children Board to take necessary actions where insufficient assurance is presented.

7 Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities.

8 Agendas and papers

Agendas and papers will be made available to the members of the sub- group seven days before the meeting. It is the responsibility of the person producing the report to ensure it is with the secretarial support seven days before the meeting.

Minutes of the meetings will be made available to the members within 10 working days after the meeting. **(See agreed Business Unit Standards.)**

9 Communication

Any messages arising from the work of this sub group for a wider audience, such as examples of best practice or areas for common consideration should be channelled through the Joint Communications sub group.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible. It will be the responsibility of the Chair and the Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.

Multi-Agency Safeguarding Workforce Development Sub Group Terms of Reference

Approved by:	HSAB Executive Group & HSCB Executive Group
Date:	April 2016
Date of Review:	August 2017
Chairperson*:	Ali Chambers
Vice Chair:	Helen McNamara
Meeting Frequency:	Bi-monthly
Quorum:	4 agencies (3 representatives from the statutory sector plus 1 other agencies)

Overall Purpose

As an improvement group of HSAB / HSCB, the Multi Agency Safeguarding Workforce Development Sub Group is responsible for developing and maintaining a single Safeguarding Strategy and provides evidenced assurance to HSAB / HSCB that partner agencies are meeting the requirements of the Strategy. This will ensure that people working in Herefordshire understand their responsibilities to adults and children with regard to safeguarding.

On behalf of the HSCB/ HSAB, ensure that both Boards fulfil their statutory function in relation to persons who work with service users (eg children and vulnerable adults) or in services affecting the safety of children and vulnerable adults. This includes signposting to providers of single agency training.

The group has particular responsibility to ensure that multi-agency development opportunities exist for all targeted practitioners.

Role, Function and Responsibilities

Safeguarding Competency Framework

Develop and maintain as appropriate any competency frameworks, ensuring the framework remains fit for purpose by responding to evaluated outcomes from training and other learning activities from the Boards.

The competency framework will ensure that single agency and multi-agency workers will be able to assess knowledge and skill against the requirements of the framework and plan learning activities to upskill to the required level.

The Voice of Service Users and Carers / Voice of the Child

- ✦ Ensuring that the experience of Adults, Children and Young People involved in the safeguarding process informs the development of training and safeguarding practice.
- ✦ Ensure that Children and Young People are listened to with regard to workforce development

Workforce Development Strategy

Develop the Joint Workforce Development Training Strategy that uses partner expertise to improve outcomes in safeguarding across the two Boards partners and to meet identified development needs

This strategy will include:

- ✦ To ensure the mechanisms for the delivery of any HSCB/ HSAB multi agency training, including the development and support of a HSCB multi agency training pool are appropriate.
- Both Safeguarding Board training activities to be placed within a clear statutory and policy context with due regard to priorities
- Quality assurance and reporting procedures for single agency training
- Quality assurance procedures for multi-agency training strategy, which includes the *monitoring, evaluation of effectiveness and impact of the strategy*.
- Results of Training Needs Analysis from agencies to inform the training strategy.

The Multi-Agency Practitioner Forum

- ✦ Identifying the training that is being delivered and planned to be delivered by agencies and the gaps that exist.
- ✦ Strategically plan the multi-agency Practitioner Forums to meet further requirements of the competency framework and shared training needs.
- ✦ Monitoring how all agencies engage in the Practitioner Forums and issues being presented.

Governance

The group reports directly to HSAB / HSCB Executive Group through the provision of monthly updates outlining:

- ✦ The current work of the group as detailed in the agreed workplan; including impact of Targeted / Strategic training delivered on behalf to the boards
- ✦ Areas of concern and those for celebration, identified through the group's learning and monitoring work;

- ✘ Resourcing requirements for learning or improvement work which lie outside resourcing levels previously agreed by Executive Group;
- ✘ Progress against agreed areas of responsibility for the group within the Board's Business Plan; and
- ✘ Any proposed changes to the Terms of Reference for the group (including membership).

HSAB and HSCB Executive Groups will delegate further tasks to the group as appropriate as the work of the safeguarding board develops. To this end, *Activities directed by Executive Groups*, will be a standing item on the agenda of the group.

Membership and Chairing Arrangements

To provide a balance the chair may call on advisors to ensure that both adult and children specialisms are represented.

The following organisations/sectors will be represented within the core membership of the group:

Health

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> ✘ 2gether NHS Foundation Trust ✘ NHS Herefordshire CCG ✘ Wye Valley NHS Trust
Children ✘ Designated Doctor/Nurse ✘ Named Doctor | } | One rep covering Adults & one covering Children |
|---|---|---|

Local Authority

- ✘ Organisational Development

Other Organisations/Sectors

- ✘ West Mercia Police
- ✘ Education – Designated Lead from schools
- ✘ Third Sector – linking to voluntary sector HVOSS
- ✘ Herefordshire Carers – linking to Local Workforce Planning Group
- ✘ Probation Service Providers/ Youth Justice (National Probation Service, CRC or YOS) – represented on a rolling basis
- ✘ Hoople
- ✘ Early Years
- ✘ West Mercia Women's Aid
- ✘ Prevent Advisor

Advisors to the Group asked to attend as required

- ✘ Adult and Wellbeing Services (Principal Social Worker)

- ✦ Children's Wellbeing Service (Principal Social Worker)
- ✦ Lead Nurse (Adults)

In attendance

- ✦ Learning and development officer
- ✦ Business support co-ordinator

Members should declare any conflict of interest where it exists for any item on the agenda prior to the item. Should a conflict of interest exist, the group will ask the member to leave the room while that discussion is undertaken.

Attendance

If a core member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the relevant Independent Chair, on behalf of the HSAB / HSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

Accountability/reporting arrangements

The group is accountable to the Executive Group of Herefordshire Safeguarding Boards.

Authority to act

The group has delegated authority from the Herefordshire Safeguarding Strategic Boards to take necessary actions where insufficient assurance is presented.

Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities. This will form an annual report for the boards.

Agendas and papers

Agendas and papers should be with the members of the group five days before the meeting. It is the responsibility of the person producing a report to ensure it is with the secretarial support ten working days before the meeting.

The minutes and action table will be circulated to members within fourteen days of the meeting. The minutes must be an accurate record of the meeting which capture the discussions that take place.

Communication

Any messages arising from the work of this sub group for a wider audience, such as examples of best practise or areas for common consideration should be channelled through the Joint Communications sub group.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.

HSCB Child Sexual Exploitation & Missing Sub Group Terms of Reference

Approved by: HSCB Executive Group

Date: May 2016

Date of Review: April 2017



Chairperson: West Mercia Police

Vice Chair: Herefordshire Children's Social Care (CSC)

Meeting Frequency: Bi-monthly

Quorum: 3 agencies (or nominated deputies – health agencies count as one for the purposes of quoracy)

1 Overall Purpose

The purpose of the group is to co-ordinate and ensure the effectiveness of the strategy to prevent child sexual exploitation as well as to ensure an effective response to children and young people at risk of, or being, sexually exploited; including those who go missing from home or care as well as those who are trafficked for the purposes of sexual exploitation .and to oversee the delivery plan.

2 Role, Function and Responsibilities

- 🔗 Ensure that an awareness raising and training programme is in place for professionals.
- 🔗 Enhance public awareness of child sexual exploitation, in particular with parents and carers.
- 🔗 Ensure that young people are made aware of the issues around exploitation and the risks associated with going missing and that a preventative approach is in place.
- 🔗 Explore best practice, expertise and utilise research and learning to ensure an effective response to child sexual exploitation, missing children and young people and trafficked children and young people.
- 🔗 Ensure appropriate procedures are in place and address any cross border issues.
- 🔗 Identify and monitor the number of children and young people at risk of child sexual exploitation/being abused via child sexual exploitation and monitor data and trends in respect of children and young people who go missing from home/care.
- 🔗 Monitor the outcome of referrals to the National Referral Mechanism.

- 🔗 Explore any gaps in service provision to ensure a safe, responsive and effective service is provided to children and young people at risk of, or being sexually exploited as well as those who go missing from home/care and/or are trafficked.
- 🔗 To promote responses that disrupts and brings to justice the perpetrators of child sexual exploitation and child trafficking.
- 🔗 The above will be achieved through the delivery of an action plan that supports the HSCB Strategy to tackle child sexual exploitation.

3 Principles

All work completed by the sub group will be done so in a manner which:



- ✓ Recognises that child sexual exploitation happens in Herefordshire and actively seeks to identify children and young people who are at risk of or are being sexually exploited
- ✓ Takes a proactive approach. This includes a focus on prevention, early identification and intervention as well as disrupting activity and prosecuting perpetrators;
- ✓ Recognises that children and young people do not make informed choices to enter or remain in sexual exploitation, but do so due to coercion, enticement, manipulation or desperation;

- ✓ Addresses the various models of child sexual exploitation and places responsibility for sexual exploitation with the perpetrator(s);
- ✓ Focuses on the needs and rights of children and young people. Children and young people are entitled to be safeguarded from sexual exploitation;
- ✓ Recognises that young people under 16 cannot legally consent to sexual activity and sexual intercourse with children under the age of 13 is statutory rape;
- ✓ Recognises that young people over the age of 16 can be sexually exploited;
- ✓ Treats sexually exploited young people as **victims** of child abuse;
- ✓ Carefully supports young people to distinguish between their own choices about sex and sexuality, and the sexual activities they are coerced into;
- ✓ Promotes professional responses that recognise and treat parents/carers as equal partners in all assessment, planning and review processes designed to safeguard their child; unless the professional assessment evidences that parents/carers are complicit in the abuse
- ✓ Ensures that primary law enforcement is made against the adults who groom, traffic and sexually exploit young people;
- ✓ Promotes effective joint working between different agencies and professionals underpinned by a shared understanding of the problem of sexual exploitation;
- ✓ Has regard for specific factors such as the age, disability, race, ethnicity or cultural backgrounds of both perpetrators and victims;
- ✓ Supports empowerment of children, young people and their families as well as the wider community to keep children and young people safe from abuse/neglect.

4 Membership and Chairing Arrangements

The following organisations/sectors will be represented within the membership of the group:

Health

-  *2gether NHS Foundation Trust*
-  NHS Herefordshire CCG

- 🔗 *Wye Valley NHS Trust*
- 🔗 Public Health commissioner

Local Authority

- 🔗 *Children's Wellbeing Services (Head of Service within children's social care)*
- 🔗 CSE and Missing Coordinator
- 🔗 Early Help Services
- 🔗 Commissioning
- 🔗 Licencing

Other Organisations/Sectors

- 🔗 *Education*
- 🔗 FE College
- 🔗 Secondary School representative
- 🔗 National Probation Service
- 🔗 *Youth Justice (YOS)*
- 🔗 West Mercia Police (Chair)
- 🔗 Missing Persons Coordinator, HAU West Mercia Police
- 🔗 *Third Sector*

In attendance

- 🔗 *Business Unit Lead Learning and Development Officer*
- 🔗 Business Unit Business Support Co-ordinator

5 Attendance

If an HSCB member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the HSCB Independent Chair, on behalf of the HSCB, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

6 Accountability/reporting arrangements

The group is accountable via the chair/vice chair, to the HSCB Board and is responsible for coordinating the implementation of the CSE strategy action plan

In addition to the above accountability, each member of the sub group is responsible for both representing, and holding their agency to account, for its safeguarding work and responsibilities.

The group's Chair will also attend the HSCB Executive group, to whom it will report on a quarterly basis on activities and outcomes, as well as feeding back relevant matters from the HSCB Executive to this group.

In addition to the above regular communication within the HSCB Executive group, the Chair of this sub group will ensure appropriate and regular communication across the LSCB infrastructure in a timely manner- for example reporting outcomes from the work/meeting of one sub group to another, and in respect of changes recommended to policy, training, practice etc.

The sub group meeting will be minuted and a record of the work will be available for the HSCB. The group will comply with the HSCB Constitution.

The Chair will produce a report on impact and outcomes for inclusion in the LSCB Annual Report.

7 Authority to act

The group has delegated authority from Herefordshire Safeguarding Children Board to monitor outcomes, address failure to implement actions and take necessary steps when insufficient assurance is presented.

8 Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities. This will form an annual report for the board.

9 Agenda and papers

Agendas and papers should be with the members of the sub group five days before the meeting. It is the responsibility of the person producing the report to ensure it is with the Business Unit seven days before the meeting.

10. Communications

Any messages arising from the work of this sub group for a wider audience, such as awareness raising events and publications, should be channelled through the Joint Communications sub group of the Board.

This multi-agency group has the responsibility for ensuring all messages to and from the board are communicated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Lead Learning and Development Officer to ensure that any message is scheduled onto the Joint Communications sub group work plan.

Herefordshire Community Safety Partnership



Herefordshire Safeguarding Boards and Herefordshire Community Safety Partnership Communications sub group terms of reference

Approved by: Herefordshire Safeguarding Boards
Executive Group and Herefordshire
Community Safety Partnership Board

Date: October 2016

Date of Review: October 2017

Chairperson: HSCB Business Manager

Vice Chair: TBA

Meeting Frequency: Bi-monthly

1. Overall Purpose

To ensure that the key messages identified from any of the Boards' Strategic priorities are appropriately communicated via the most effective conduit, consistent with the statutory requirements of the boards:

- ⌘ The Herefordshire Safeguarding Children Board (HSCB) has a statutory responsibility for 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;
- ⌘ The Herefordshire Safeguarding Adults Board (HSAB) needs to assure itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance; that safeguarding practice is person-centered and outcome-focused working collaboratively to prevent abuse and neglect where possible; agencies and individuals give timely and proportionate responses when abuse or neglect have occurred and safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.
- ⌘ The roles and responsibilities of Herefordshire Community Safety Partnership (HCSP) includes raising awareness of key issues and facilitating the

exchange of information between all organisations involved that are appropriate at a County wide level.

Role, Function and Responsibilities

- 🔗 To ensure that all messages to and from the Boards are communicated in a consistent and comprehensive manner
- 🔗 To ensure that all communications for the Boards are routed through the most effective means, using existing networks where possible
- 🔗 To act as a conduit to ensure all responses are reported back to Board
- 🔗 Advise HSAB & HSCB Executive Group and HCSP Board of emergent local and national issues as they arise
- 🔗 To ensure that key learnings from Serious Case Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews are effectively communicated
- 🔗 Collate annual plan from sub group activity
- 🔗 The communications sub group will work collaboratively with other groups and services to ensure effective receipt and communication of messages and information
- 🔗 The Boards need to engage with children, young people and families, and other adults in receipt of services, as well as practitioners from across the partnership.
- 🔗 To undertake any other activity as directed by the Boards.

2. Membership and Chairing Arrangements

The following organisations/sectors will be represented within the membership of the group:

- 🔗 Health Watch
- 🔗 Faith Group Representative
- 🔗 Sustainable Communities Manager
- 🔗 Herefordshire Council Communications / Engagement Officer
- 🔗 2G Communications Officer
- 🔗 CCG Communications Officer
- 🔗 Police Communications Officer
- 🔗 Wye Valley Trust Communications Officer
- 🔗 Lay member representation

In attendance

- 🔗 HSAB, HSCB or HCSP Learning and Development Officer
- 🔗 Business Support Officer

3. Attendance

If a member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the Independent Chair, on behalf of the group, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the senior officer of that agency requiring a permanent replacement.

4. Accountability/reporting arrangements

The group is accountable to the Executive Group of Herefordshire Safeguarding Adults Board, Herefordshire Safeguarding Children Board and Herefordshire Community Partnership board

5. Authority to act

The group has delegated authority from the Strategic Board of Herefordshire Safeguarding Adults Board, Herefordshire Safeguarding Children Board and Herefordshire Community Partnership board to take necessary actions where insufficient assurance is presented.

6. Monitoring effectiveness

The group will monitor performance against these terms of reference annually; in particular evaluating attendance by members and the achievement of the identified responsibilities. This will form an annual report for the boards.

In addition, the independent Chair will meet on a quarterly basis with the Chair to review current position

7. Agendas and papers

Agendas and papers should be with the members of the committee seven days before the meeting. It is the responsibility of the person producing the report to ensure it is with the secretarial support seven days before the meeting.

The minutes and action table will be circulated to members within fourteen days of the meeting. The minutes must be an accurate record of the meeting which capture the discussions that take place.



Appendix 5: Confidentiality Guidance and Agreement

Herefordshire Safeguarding Children Board Confidentiality Guidance and Agreement

The establishment and purpose of the LSCB is laid down in the Children Act 2004 and by virtue of the Boards functions, Board members will be privy to sensitive and confidential information including information about individual children and families.

In order to ensure that the HSCB is able to fulfil its statutory responsibilities, all relevant information needs to be shared with Board members. In order to preserve confidentiality, the HSCB will adopt a number of measures as set out below and will require individual HSCB members to sign a confidentiality agreement – see Appendix 5a.

Guidance on managing LSCB Data / Information

(i) Handling and Safekeeping of Documents

Board papers and any sensitive information including Serious Case Review reports will be sent to members 5 working days in advance of the meeting by secure email. No other form of communication will be used. HSCB members must ensure that any changes of email / addresses are notified to the HSCB Business Support Co-ordinator. Board Members should inform the Co-ordinator when Board papers have not been received in advance of meetings.

(ii) Confidentiality of LSCB Documents

HSCB documents may take several forms and a number are highly confidential documents. In order to ensure that access to such documents is limited to those with authorised access, the Board administrator will include a protective marking standing [OFFICIAL] on such documents to highlight the confidential nature of them and to remind Board Members that such documents should not be shared or reproduced without the permission of the HSCB Chair. These documents will also be 'water

marked’.

Board Members are expected to make certain that such documents that they receive are kept in good order, in a secure, private place, and **under no circumstances** shown, discussed or made available to third parties external to the individual Board Member’s agency.

Such documents should not be photocopied or otherwise reproduced for member’s own use or that of other parties. The Board Member should seek permission from the HSCB Chair to share or reproduce any such documents and s/he will need to have in place a system for maintaining confidentiality when information is shared.

(iii) Confidentiality of LSCB Discussions

The HSCB must work co-operatively, efficiently and effectively and with the knowledge that its deliberations are confidential. The Board’s business is of a highly confidential and sensitive nature and members must guard against wrongful disclosure. It is crucial for the interests of children and young people as well as the reputation of the HSCB, Herefordshire Council and its partner agencies that information that members receive as a Board Member, including information arising from HSCB discussions, is not divulged to outside parties other than for the need to conduct HSCB business including safeguarding children and young people.



Appendix 5a: Herefordshire Safeguarding Children Board Board Member's Confidentiality Agreement

I have read and understood the HSCB's confidentiality guidance on the management of all HSCB information / data. I agree to follow those guidelines and the principles of good practice further stated below.

All information relating to individual children and young people is strictly confidential, and all information shared with members in written reports, notifications, in any presentation to the Board, or arising in discussion in the meetings will not be divulged other than for the need to conduct HSCB business including safeguarding children and young people.

All confidential material concerning the HSCB business which members receive must be kept confidential and in a safe place.

Signed: _____

Name: _____

Agency: _____

Role: _____

Date: _____



**HEREFORDSHIRE PROTOCOL BETWEEN HEALTH AND WELLBEING BOARD,
COMMUNITY SAFETY PARTNERSHIP, CHILDREN AND YOUNG PEOPLE'S
PARTNERSHIP, LOCAL SAFEGUARDING CHILDREN BOARD AND ADULT
SAFEGUARDING BOARD**

1. Introduction

- 1.1 This protocol defines how the Herefordshire Children and Young People's Partnership (CYPP), Herefordshire Health and Wellbeing Board (HWBB) and the Herefordshire Community Safety Partnership Board (CSP) work together with the Herefordshire Safeguarding Children Board (HSCB) and the Herefordshire Safeguarding Adults Board (HSAB) in the pursuit of safeguarding and promoting the health and wellbeing of children, young people and adults at risk.
- 1.2 The specific functions of each Board are set out in their respective Terms of Reference. This protocol sets out the principles underpinning how the five Boards work across their defined remits, how communication and engagement will be secured across the Boards and the practical means by which effective co-ordination and coherence between the Boards will be secured.
- 1.3 The role of the HSCB and HSAB in relation to the CYPP, HWBB and the CSP is one of equal partners underpinned by this protocol. However, the Safeguarding Boards have a distinct function to influence and assure as well as to challenge and hold partners to account for their work to safeguard children, young people and adults at risk, as set out in statute. This is promoted by the protocol.

2. Principles

- 2.1 This protocol seeks to clarify the discrete responsibilities of each Board. Its focus is on ensuring that the following simple principles underpin how the five Boards should operate:
 - Safeguarding is the business of all Boards;
 - The Boards should know each other's business;
 - A culture of scrutiny and challenge should exist across all the Boards;

- The Boards should work together to avoid duplication, and ensure consistency, clarity and best use of resources;
- Each Board should focus on improving outcomes for children, young people and adults, contributing from its own specific perspective.

3. Board Functions

3.1 The Health and Wellbeing Board

3.2 Health and Wellbeing Boards (HWBBs) were established by the Health and Social Care Act 2012. They are a forum where key leaders from the health and wellbeing system work together to improve the health and wellbeing of their local population and reduce health inequalities.

3.3 Board members collaborate to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way. This includes overseeing the completion of the Joint Strategic Needs Assessment (JSNA), which identifies the needs of the local population, and of the Joint Health and Wellbeing Strategy, which guides and informs the commissioning of local services by the partners on the Board. As a result, residents and services are better able to understand how they can promote and protect their own wellbeing and patients and the public should experience more joined-up services from the NHS, local councils and the wide range of community, voluntary sector and private providers.

3.3 The HWBB agrees its top priorities on an annual basis and these can be found at:

https://www.herefordshire.gov.uk/media/4298644/health_and_wellbeing_strategy.pdf

3.4 The Children and Young people's Partnership

3.5 Herefordshire Children and Young People's Partnership (CYPP) oversees the delivery of the Health and Wellbeing Strategy priority in relation to children and young people. The Partnership is a combination of commissioners and providers who are responsible for developing and promoting a child and family-centred outcome-led vision. The vision, priorities, activity and intended impact of the Partnership are set out in the Children and Young People's Plan.

3.6 The Plan is intended to promote strong joint planning and effective commissioning of services. It therefore identifies the priorities for children and young people, clearly informed by their views and those of their parents/carers and a comprehensive needs analysis, informed by the JSNA.

- 3.7 The Children and Young people's Plan for 2015 – 18 can be found at [https://www.herefordshire.gov.uk/media/8060483/children_and_young_people_s_plan_2015 - 2018.pdf](https://www.herefordshire.gov.uk/media/8060483/children_and_young_people_s_plan_2015_-_2018.pdf)

3.8 The Community Safety Partnership Board

- 3.9 Community Safety Partnerships (CSPs) are statutory bodies under the Crime and Disorder Act 1998 and made up of representatives from the police, local authorities, fire and rescue authorities, probation service and health. The CSP ensures agencies work together to protect their local communities from crime and to help people feel safer. They work out how to deal with local issues like crime, domestic abuse, antisocial behaviour, substance misuse and offending behaviour. The CSP annually assesses local crime priorities and consults partners and the local community about how to deal with them. The annual community safety needs assessment can be found at: <https://factsandfigures.herefordshire.gov.uk/media/35878/strategic-assessment-2015.pdf>

- 3.10 The above three boards have a much wider focus than safeguarding; however these boards must ensure that there is appropriate commissioning and provision of services which have an impact on reducing safeguarding risks or on addressing the impact of safeguarding concerns on individuals and communities.

3.11 Herefordshire Safeguarding Children Board

- 3.12 As set out in the Children Act 2004, the Herefordshire Safeguarding Children Board (HSCB) is the statutory body for agreeing how organisations cooperate to safeguard and promote the welfare of children and young people and for ensuring the effectiveness of what they do. The HSCB is chaired by an Independent Chairperson and has a key role to scrutinise and challenge safeguarding performance.
- 3.13 The HSCB does not commission or deliver direct frontline services though it does provide training. While the LSCB does not have the power to direct other organisations it does have a role in making clear where improvement is needed. Each Board partner retains its own existing line of accountability for safeguarding.

3.14 The Herefordshire Safeguarding Adult Board

- 3.15 Herefordshire Safeguarding Adult Board (HSAB) is a statutory partnership board as per the requirements of the Care Act 2014. The overarching purpose of the HSAB is to help and safeguard adults with care and support needs. The

HSAB must lead adult safeguarding arrangements across the County and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. The HSAB is chaired by an Independent Chairperson and has a key role to scrutinise and challenge safeguarding performance. Whilst not a commissioning body, it should concern itself with a range of issues which can contribute to the wellbeing of its community and the prevention of abuse and neglect, such as:

- The safety of people who use services in local health settings, including mental health;
- The safety of adults with care and support needs living in social housing;
- Effective interventions with adults who self-neglect, for whatever reason;
- The quality of local care and support services;
- Making connections between adult safeguarding and domestic abuse.

4. Communications and Engagement

4.1 Everyone has a responsibility for safeguarding, whether commissioner, statutory provider, third party provider, voluntary or community group or advocate.

4.2 All key strategic plans, whether they are formulated by individual agencies or by partnerships, should include safeguarding as a cross-cutting theme to ensure that existing strategies, commissioning plans and service delivery, as well as emerging plans for service change and improvement, include effective safeguarding arrangements that ensure that people in Herefordshire are safe and their wellbeing is protected.

4.3 The three main strategic plans are:

- The Health and Wellbeing Strategy;
- The Children and Young People's Plan
- The Community Safety Plan.

4.4 The above plans inform and influence local commissioning and service delivery. The two Safeguarding Boards also produce strategic plans and/or an annual business plan; these are informed by local needs analysis as well as the Boards own scrutiny and assurance work. These plans relate to

the delivery of the Board's statutory functions including improving the quality of safeguarding arrangements through embedding local and national learning.

4.5 In drawing up, delivering and evaluating these strategies and plans, there should be effective interchange between the HWBB, CYPP and the CSP, and with the two Safeguarding Boards.

4.6 To ensure this happens, there should be formal interfaces with the Safeguarding Boards at key points including:

- The development of needs analyses that drive the formulation of the annual priorities of the Health and Wellbeing Strategy, the Children and Young People's Plan the Community Safety Plan and the two Safeguarding Boards' Business Plans. These need to be reciprocal in nature ensuring that the Safeguarding Boards' needs analyses are fed into the Joint Strategic Needs Assessment (JSNA) and strategic assessment for the CSP and that the outcomes of the JSNA and CSP strategic assessment are fed back into Safeguarding Boards' planning;
- The development and finalisation of the plans to ensure the priorities are appropriately aligned and the activities and resources available are marshalled to ensure progress is made in improvement and tackling issues;
- Progress made in the implementation of the Health and Wellbeing Strategy, the CSP Plan, the Children and Young People's Plan and the individual Board business plans should be reported regularly to all of the Boards, in a context of mutual scrutiny, challenge and support;
- Annually reporting evaluations of performance on plans to provide the opportunity for reciprocal scrutiny, challenge and support and to enable all Boards to feed improvement and development needs into the planning process for future years' strategies and plans.

4.7 By having an effective formal working relationship between the five boards, the benefits should be:

- An integrated approach to the JSNA and CSP strategic analysis, ensuring comprehensive safeguarding data is included in both;
- Aligning the work of the HSCB and HSAB business plans with the HWB Strategy, Children and Young People's Plan and CSP Plan and related priority setting to achieve improved progress with improvement activity and service change;

- Ensuring safeguarding is everyone’s responsibility, reflected in the public health agenda and related determinants of health strategies; together with community safety priorities and the short, medium and long term objectives of the CSP;
- An ability to evaluate the impact of the HWB Strategy, Children and Young People’s Plan and CSP Plan on safeguarding outcomes, and of safeguarding on wider determinants of health and community safety outcomes;
- A coordinated approach to communication, learning and improvement, performance management, change and commissioning;
- Cross Board scrutiny and challenge and “holding to account”: the HWBB, CYPP and CSP for embedding safeguarding, and the Safeguarding Boards for overall performance and contribution to the improved outcomes set out in the HWB Strategy, Children and Young People’s Plan and CSP Plan.

5. Practical Arrangements to Secure Co-ordination

5.1 The following arrangements detail the effective co-ordination and coherence in the work of the five Boards.

5.2 Quarterly

5.3 Each quarter, the chairs and statutory officers of the 5 Boards will meet to ensure the coordination of leadership, the coherence of respective plans and to consider the strategic risks facing children, young people, families, adults at risk and communities.

5.4. Between September and December

5.5 Each year, the Independent Chairs of the two Safeguarding Boards will present to the Health & Wellbeing Board, the Children and Young People’s Partnership and the Community Safety Partnership Board their Annual Reports outlining performance against Business Plan objectives in the previous financial year.

5.6 This will be supplemented by a position statement on the Boards’ performance in the current financial year.

5.7 This will provide the opportunity for the Health and Wellbeing Board, the Children and Young People’s Partnership and the Community Safety

Partnership Board to scrutinise the effectiveness of safeguarding arrangements across the county, to draw across data to be included in the JSNA and CSP strategic analysis and to reflect on key issues that may need to be incorporated in the refresh of the Health and Wellbeing Strategy, Children and Young People's Plan and the CSP Strategy and their associated commissioning plans. It will also provide the opportunity to learn from successes and identify further development opportunities.

5.8 Between October and February

5.9 The Health & Wellbeing Board, the Children and Young People's Partnership and the Community Safety Partnership Board will present to the Safeguarding Boards the review of their respective strategies including the refreshed JSNA and CSP analysis and the proposed priorities and objectives for each.

5.10 This will enable the Safeguarding Boards to scrutinise and challenge performance, including early help, and to ensure that the refreshed Safeguarding Board business plans appropriately reflect relevant priorities set by the HWWB, the CYPP and the CSP.

5.11 Between April and May

5.12 The refreshed plans will be formally shared with each Board.

5.13 In addition to the scheduled interface across all five Boards, it is expected that relevant learning arising from reviews (such as Domestic Homicide Reviews, Safeguarding Adult Reviews and Serious Case Reviews) is shared; and opportunities for coordinating consultations, communications and engagement are fully utilized.

6 Relationships between the Safeguarding Boards

6.1 There should be equally effective co-ordination and coherence between the two safeguarding boards. This will be achieved in part by the arrangements set out. In addition, effective cross-working, scrutiny and challenge between the Safeguarding Boards and the sub-groups will be achieved by:

- Sharing annual plans during the formulation stages to enable co-ordination and coherence where there are overlaps in business.
- Ensuring that there is cross-Board representation to secure on-going communication.
- Working jointly on safeguarding initiatives that impact on both children and adults.

7 Implementation and Review

7.1 The Business Unit and HSCB and HSAB Chairpersons will have a lead role in ensuring that the protocol is implemented in practice. They will be supported by Director of Children's Services and the Director of Adults Wellbeing who sit on the CSP, CYPP and HWBB as well as the relevant Safeguarding Board.

7.2 The protocol will be agreed at full Board meetings of:

HWBB on

CSP on

CYPP on

HSAB on

HSCB on

7.3 This protocol will be reviewed annually to ensure it remains up to date with changing policy and guidance.

Signed	Designation
	Chair of Health and Wellbeing Board
	Chair of Children and Young People's Partnership
	Chair of Community Safety partnership
	Independent Chair of Herefordshire Safeguarding Children Board
	Independent Chair of Herefordshire Safeguarding Adult Board