



Kirklees Safeguarding Children Board

Constitution

Reviewed and revised July 2011

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KIRKLEES SAFEGUARDING CHILDREN BOARD CONSTITUTION

1. Title

- 1.1 The Board shall be known as the Kirklees Safeguarding Children Board, hereafter known as the KSCB or the Board.

2. Purpose

- 2.1 The Children Act 2004 requires each Local Authority to establish a Local Safeguarding Children Board involving local key partners as listed in section 13(3) of the Act. The Act further requires these (Board) partners co-operate in the establishment and operation of the Board.
- 2.2 Safeguarding requires:- “All agencies working with children, young people and their families take all reasonable measures to ensure that the risks to children are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate action to address those concerns working to agreed policies and procedures in full partnership with other local agencies” *Joint Chief Inspectors Report “Safeguarding Children” - Social Services Inspectorate et al 2002.*
- 2.3 This document (The Constitution) details the arrangements by which Board partners will undertake their roles and responsibilities as identified within legislation and guidance.

3. Objectives

- 3.1 The core objectives of the KSCB are set out in Section 14 (1) of the Children Act 2004 as follows:
- to coordinate what is done by each person or body represented on the board for the purpose of safeguarding and promoting the welfare of children in the area of the authority;
 - to ensure what is done by each person or body for that purpose.
- 3.2 It has a particular focus on the staying safe outcome and seeks to ensure all children and young people in Kirklees are protected from physical or mental injury or abuse, neglect, maltreatment, sexual abuse or exploitation or harm caused by witnessing violence or abuse of another.
- 3.3 The core objective of the KSCB is to co-ordinate work to safeguard and promote the welfare of children and to ensure the effectiveness of that work.

4. Functions

- 4.1 The core functions of the Board are set out in the Local Safeguarding Children Boards’ Regulations 2005. The objectives of the KSCB will be pursued through the following functions:-

- (i) Developing policies and procedures for safeguarding and promoting the welfare of children. These will identify actions to be taken where there are concerns about a child's safety or welfare including agreed inter-agency procedures for section 47 enquiries and protocols on key issues of concern such as children abused through prostitution, living in domestic violence etc.
- (ii) Determining and maintaining clear thresholds and processes and an understanding of these across Board members and local partners to ensure effective joint working and efficient use of resources.
- (iii) Ensuring that single and multi-agency training is provided on safeguarding and promoting welfare and that this meets the required standard and is appropriate to the needs of relevant staff.

4.2 Monitoring and evaluating the effectiveness of Board members and the Local Authority in undertaking their duties under section 11 Children Act 2004 or section 175 or 157 of the Education Act 2002. This requires Board members have in place effective arrangements to safeguard and promote the welfare of children. These include:-

- Senior management commitment
- Statement of responsibility
- Clear lines of accountability
- Service development
- Staff training
- Safer recruitment
- Effective inter agency working
- Information sharing
- Working with individual children
- Monitoring and inspection arrangements

4.3 Participate in planning and commissioning of children's services to ensure that safeguarding and promoting the welfare of children is a primary consideration. This will include contributing to the Children and Young People Plan and establishing an effective relationship with the Children's Trust.

4.4 Communicating within Kirklees the need to safeguard and promote the welfare of children and raise awareness of how this can be achieved. This will include wherever possible consulting with children and young people and families ensuring their views are taken into account in planning and delivering services.

4.5 Collecting and analysing information about the deaths of children within Kirklees and for ensuring that there is a co-ordinated response to an unexpected death of a child.

- 4.6 Undertaking serious case reviews where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected and advising on lessons that can be learned.
- 4.7 Co-operating with neighbouring children's services authorities and their Board partners.
- 4.8 Ensuring effective co-ordination and implementation of measures to strengthen private fostering notification arrangements.
- 4.9 Co-operating with local Multi-Agency Public Protection Arrangements (MAPPA).
- 4.10 The KSCB may engage in other activities as identified and agreed as part of wider Children's Trust planning and by Board members.
- 4.11 The KSCB will produce a three year Business Plan that fits within the framework and priorities of the Children and Young People Plan.
- 4.12 The KSCB will produce an Annual Report that will set out the KSCB's work plan for that year and review the work of the previous year.

5. **Membership**

- 5.1 KSCB shall be composed of senior officers nominated by each member agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf. They must have access to those responsible for making decisions for which they do not have delegated authority. The following agencies and organisations must ensure appropriate membership:

- Kirklees Council
- West Yorkshire Police
- West Yorkshire Probation Board
- NHS Kirklees
- South West Yorkshire Partnership NHS Foundation Trust
- Calderdale & Huddersfield NHS Foundation Trust
- The Mid Yorkshire Hospitals NHS Trust
- GP Consortia
- Youth Offending Team
- Kirklees Community Healthcare Services
- CAF/CASS
- NSPCC
- Voluntary and Community Sector
- Schools Representative
- Lay Member

5.2 The following will be members in an advisory capacity:

- KSCB manager
- Legal Services

5.3 The Local Authority Lead Member should attend as a 'participating observer'

6. **Chair and Vice Chair**

6.1 The chair of KSCB will be someone independent of the local agencies so that the LSCB can exercise its local challenge function effectively.

6.2 The vice chair shall be nominated and appointed by the KSCB.

7. **Arrangements**

7.1 KSCB will meet approximately six times per year. Additional meetings may be convened if required by the Chair.

8. **Quoracy**

8.1 A quorum of the KSCB shall be eight members representing four separate agencies, always including the chair or vice chair. If at any time there is not a quorum present, the meeting shall not proceed.

9. **Representation**

9.1 KSCB members will be senior managers who will:

- speak for their organisation
- commit the organisation to policy and practice matters
- hold their organisation to account.

9.2 Members will have a strategic role in relation to safeguarding and promoting welfare of children within their organisation.

9.3 Members will undertake their responsibilities in accordance with the statement of roles and responsibilities and will sign the membership agreement.

9.4 Agencies must ensure that members have appropriate resources to undertake their role and responsibilities.

9.5 Members must ensure that confidential issues of the Board are respected.

10. Accountability

- 10.1** The KSCB will have a separate identity and be independent from children's services. The Board will form a view of the quality of local activity, challenge organisations when necessary and have an independent voice.
- 10.2** The Board will be consulted on issues that affect safeguarding and promoting the welfare of children and the development of the Children & Young People Plan.
- 10.3** The Chair of the Safeguarding Children Board will sit on the Children's Trust and will present an Annual Report on behalf of KSCB and the Children's Trust will present a report to the KSCB annually outlining overall progress with the Stay Safe Outcome of the Children and Young People Plan. In addition the Annual Report produced by the KSCB will be submitted to the Chair of the Health and Wellbeing Board and other agencies as determined by the government.

11. Financial Provision

- 11.1** To be effective, significant input of time, commitment and resources are needed from member agencies.
- 11.2** The KSCB member agencies will contribute annually at an agreed level, having regard to the differing size, resources and responsibilities of each agency.
- 11.3** The financial year will run from 1st April to the 31st March each year.
- 11.4** Kirklees Council will administer the budget on behalf of the Board.
- 11.5** The Safeguarding Board Manager will have the authority to act as the Board's budget holder for the authorisation of payments.
- 11.6** Members may in addition be required to provide resources such as staffing and accommodation.

12. Structure

- 12.1** The KSCB will set up a number of workstreams and where necessary time-limited task and finish groups to support the work of the Board. The workstreams will consist of:

12.2 Development and Business Planning Group

Terms of Reference

- 12.2.1** It is the role of the Development and Business Planning Group to ensure the effective delivery of the work of the KSCB.

12.2.2 The Development and Business Planning Group will ensure the KSCB is engaged with the strategic planning for all children in Kirklees by ensuring appropriate mechanisms for communication with the Children's Trust and other business planning processes.

12.2.3 The Development and Business Planning Group will:

- Develop and monitor the Business Plan.
- Produce six monthly updates on the Business Plan in autumn and spring each year to be received by the Board.
- Prepare an Annual Report in June each year highlighting work plan progress and any problems workstreams may have encountered with implementing actions.
- Monitor the budget.
- Monitor local and national developments and make recommendations on required actions.
- Manage the relationships between the workstreams.
- Commission focused working groups from West Yorkshire Procedures Group.
- Receive and comment on reports from workstream chairs who must provide an update highlighting work plan progress and any problems encountered with implementing actions.

Membership

12.2.4 The Development and Business Planning Group is a small group of Board Members and will include a representative from:

- Directorate for Children and Young People
- Health Community
- Probation
- Police
- Safeguarding Children Board Manager
- Other Board members may be co-opted onto the group as required.

12.2.5 The Development and Business Planning Group will undertake the day to day business of the Board.

12.3 Evaluation & Effectiveness Workstream

Terms of Reference

12.3.1 The workstream will be accountable to the KSCB and will:

- Contribute to and work in accordance to the Board's Business Plan.
- Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
- Monitor member agencies effectiveness in terms of their work to safeguard and promote welfare of children and young people.

- Establish a framework of benchmarks, standards and indicators against which agencies can self evaluate, audit and report.
- Monitor compliance with the Section 11 requirements of the Children Act 2004.
- Evaluate management and performance information and ensure that diversity is integral.
- Achieve consistently high standards in safeguarding through evaluation and promoting continuous improvement.

Membership

- 12.3.2** The workstream will comprise of Board members or representatives nominated by Board members who have sufficient knowledge and skills to set, monitor and audit quality standards and who have these responsibilities within their organisation.
- 12.3.3** Membership must include the manager of the Child Protection & Review Unit, and, as a minimum, representatives from the Directorate for Children and Young People, Police, Health, Probation and the Safeguarding Children Board Manager.
- 12.3.4** The workstream will be chaired by a Board member or a senior manager nominated on their behalf.

12.4 Learning and Development Workstream

Terms of Reference

- 12.4.1** The workstream will be accountable to the KSCB and will:
- Contribute to and work in accordance with the Board's Business Plan.
 - Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
 - Develop a comprehensive annual training programme to meet identified multi-agency safeguarding children training needs.
 - Undertake an annual training needs analysis to inform the annual training programme and highlight agencies who are struggling to meet their obligations with regard to staff training.
 - Produce a three yearly training strategy with reference to the latest research, serious case and child death reviews, local and national developments and training needs analyses.
 - Promote the training programme and encourage staff and volunteers to access both single and multi-agency training opportunities. Promote the relevance of ongoing professional development in the work of safeguarding children and monitor that the training is reaching the relevant staff and volunteers.
 - Produce an annual report for the Board detailing safeguarding children single agency training, multi-agency training, activities of the

workstream over the year and projects planned for the forthcoming year.

- Quality assure and evaluate the impact of safeguarding children single and multi-agency training (including e-learning packages).
- Receive feedback from those delivering training regarding issues or concerns raised by participants and agree a strategy for dealing with these.
- Provide clarity to KSCB on the level of training required by individuals working with children and families.
- Respond to KSCB and other workstreams where specific training needs have been identified and liaise with other workstreams as appropriate.

Membership

- 12.4.2** The workstream shall be composed of representatives from the member agencies who have a responsibility for training within their agency. If members are unable to attend they should nominate someone who can attend on their behalf.
- 12.4.3** As a minimum these will include the Named Nurses, the KSCB Learning and Development Officers, KSCB Safeguarding Officer for Schools and Learning; Police, Children's Social Care, Early Years, and the Voluntary Sector.
- 12.4.4** This workstream will be chaired by a Board Member or a senior manager nominated on their behalf.

12.5 Safeguarding in Education and Learning Workstream

Terms of Reference

- 12.5.1** The workstream will be accountable to the KSCB and will:
- Contribute to and work in accordance with the Board's Business Plan.
 - Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
 - Support educational organisations in delivering their responsibilities under sections 175 and 157 of the Education Act 2002 and Safer Recruitment and Safeguarding Children in Education Guidance.
 - Ensure that a training strategy and plan is implemented including frequency of training and levels of training that should be provided to education establishments.
 - Establish the effectiveness of safeguarding within educational organisations by analysis of the audit toolkit, serious case reviews or reports, for example allegations against persons who work with children annual report.
 - Contribute to effective partnerships working between all those involved with providing services for children.

- Identify good practice, issues or events and relay to the Communication Workstream

Membership

12.5.2 The Chair will be the Assistant Director of Learning. The group will appoint a vice chair from one of the representatives of the education establishments who will be the representative on the KSCB.

12.5.3 The workstream will comprise of:

- Representatives from each Phase
- Representatives from Independent Schools
- Transformation and Quality Improvement Officer - Governor Service
- Transformation and Quality Improvement Officer - ICT
- Head of Specialist Learning Support
- Representative from 6th Form & FE Colleges
- Human Resource Representative
- Safeguarding Officer for Schools & Learning
- Kirklees Safeguarding Children Board Manager
- Transformation and Quality Improvement Senior Manager - Early Learning & Childcare

12.6 Voluntary and Community Sector Workstream

Terms of Reference

12.6.1 The workstream will be accountable to the KSCB and will:

- Contribute to and work in accordance with the Board's Business Plan.
- Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
- Provide a consultation forum to ensure that safeguarding children is embedded within the practice areas of the workstream.
- Ensure safeguarding and child protection practice in Kirklees accords with the Working Together guidance and that all new policies and procedures are implemented locally.
- Audit and evaluate how well services work together to safeguard and promote the welfare of children, for example through practice audits within the standards as defined by the Evaluation & Effectiveness Workstream.
- Undertake practice development activities with the support of KSCB Learning and Development Officers.
- Identify training requirements and ensure these are communicated to the Learning and Development Workstream

Membership

- 12.6.2** The workstream shall be composed of managers nominated by each of the community and voluntary sector groups.
- 12.6.3** The chair will be nominated from within the group and will be the voluntary and community sector representative on the Safeguarding Board. The vice chair will represent the workstream at the Third Sector Leaders Group.

12.7 Communications Workstream

Terms of Reference

- 12.7.1** The workstream will be accountable to the KSCB and will:
- Contribute to and work in accordance with the Board's Business Plan.
 - Provide update reports to the Development and Business Planning group highlighting work plan progress and any problems encountered with implementing actions.
 - Raise awareness of the need to safeguard children and promote their welfare by ensuring that all people living and working in Kirklees understand how the arrangements for safeguarding work and how they can contribute to these objectives.
 - Implement the communications strategy.
 - Ensure effective communication of safeguarding responsibilities to the public and professional community.
 - Ensure children and young people know whom they contact if they have concerns about their own safety and welfare.
 - Find creative ways to bring the voice of children and young people and their families into the discussions and decision making of the Board.

Membership

- 12.7.2** The Board will appoint a Chair.
- 12.7.3** The workstream will comprise representatives nominated by Board members who have sufficient knowledge and skills to develop a communications strategy. Members will be from:
- KSCB unit
 - Directorate for Children & Young People
 - Kirklees Council communications
 - NHS communications
 - Police (media officer)
 - Lay member

12.8 Serious Case Review Workstream

Terms of Reference

12.8.1 The workstream will be accountable to the KSCB and will:

- Contribute to and work in accordance with the Board's Business Plan.
- Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
- Be responsible for fulfilling the statutory duty of the Safeguarding Board in respect of serious case reviews, and commission serious case reviews.
- Monitor implementation of recommendations from serious case reviews.
- Ensure that any lessons from cases are understood and acted upon.
- Consider recommendations from major national reviews and implement any necessary recommendations and produce briefing papers for the Board identifying practice and procedural implications.
- Work closely with all the KSCB workstreams to ensure that serious case review recommendations are fully implemented and agencies are able to evidence that lessons are learnt.

Membership

12.8.2 The workstream shall be composed of members of the Board which will include as a minimum the Designated Doctor, Designated Nurse, Safeguarding Children Board Manager, Police, Education and a representative from Children's Social Care.

12.8.3 The workstream will be chaired by a Board member.

12.9 Child Death Review Panel

Terms of Reference

12.9.1 The panel will be accountable to the KSCB and will:

- Contribute to and work in accordance with the Board's Business Plan.
- Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
- Collect and collate agreed minimum data sets and, where relevant, seek information from professionals and family members.
- Evaluate the routinely collected local and national data on the deaths of all children, and identify lessons to be learnt or issues of concern with a particular focus on inter-agency working to safeguard and promote the welfare of children.
- Where necessary evaluate specific cases in depth.

- Monitor the appropriateness of the responses of professionals to an unexpected death of a child, reviewing the reports produced by the rapid response team on each unexpected death of a child.
- Refer any deaths where, on evaluating the available information, the Panel considers there may be grounds to undertake further enquiries, investigations or a serious case review to the Chair of the Board and explore why this had not previously been recognised.
- Identify any public health issues and consider, with the Director of Public Health, how best to address these and their implications for both the provision of services and for training.

Membership

12.9.2 The Panel shall be composed of Board members or nominated representatives and will include as a minimum the Director of Public Health or Senior Representative, Coroner's Officer, Consultant Paediatrician (Unexpected Deaths), Children's Social Care, Police, Designated Nurse, Midwifery or Children's Lead for Dewsbury and Huddersfield Acute Trusts, Safeguarding Children Board Manager and the Child Death Review Coordinator.

12.9.3 The Panel will be chaired by a Board member or a senior manager nominated on their behalf.

12.10 Vulnerable Adults and their Children Workstream

Terms of Reference

12.10.1 The panel will be accountable to the KSCB and will:

- Contribute to and work in accordance with the Board's Business Plan.
- Provide update reports to the Development and Business Planning Group highlighting work plan progress and any problems encountered with implementing actions.
- Promote and support effective relationships between agencies that work with vulnerable adults who may be parents.
- Ensure that safeguarding children is embedded within the practice of all agencies working with vulnerable adults who may be parents.
- Identify safeguarding training requirements and ensure these are communicated to the Learning and Development Workstream/Sub-groups of both the KSCB and the Kirklees Safeguarding Adults Board.
- Undertake practice development initiatives, in particular any issues that might arise out of serious case reviews where the focus is vulnerable adults as parents.

Membership

12.10.2 The group will be composed of managers from organisations that provide services for adults and children and should include those that work within

the field of mental health, learning disability, substance misuse and domestic violence.

- 12.10.3** The work stream will be chaired by the safeguarding manager for each Board (one year each, alternate years). In year one the chair will be the KSCB manager.

13. Review of Constitution

- 13.1** The Constitution will be reviewed by the Development and Business Planning Group every three years, together with the Business Plan, and any suggested amendments will be put to the next KSCB meeting.

14. Responsibilities of Board Members

- 14.1** It is each member's responsibility and duty to contribute to steering the strategic direction of the Board and to ensure implementation of both the Working Together Guidance and Standard 5 of the National Service Framework.

- 14.2** The Board is responsible for co-ordinating local agencies' arrangements and has a collective responsibility for ensuring that all agencies working with children in Kirklees undertake their safeguarding duties and responsibilities:

- to focus agency activity on delivering improved outcomes for children in the priorities outlined in the Children and Young People Plan.
- to ensure the delivery of safeguarding arrangements through the implementation of the Business Plan.

15. Expectations of KSCB Members

- 15.1** Board Members will:

- Be the named safeguarding champion for their agency for all matters relating to the Safeguarding Children Board.
- Take a lead role for safeguarding children within the representing agency/professional grouping and lead on work as required by the Board.
- Ensure that Section 11 of the Children Act 2004 is complied with within their agency.
- All members will share the responsibility of ensuring that the Business Plan is delivered.
- Chair a workstream or identify a senior manager within their organisation who has the skill and abilities to chair such a group.
- Ensure appropriate representation on the KSCB workstreams as appropriate to their organisation.
- Be responsible for the agency budget contribution to the KSCB and ensure that the allocated agency resources, financial and human, are utilised to meet the Board's objectives and any shortfalls are brought to the attention of the Board and agency.

- Act as a channel of communication between their agency and the Board.
- Attend and support Kirklees Safeguarding Children Board promotional and other events.
- Contribute to and examine regular updates, data and analysis on individual agency and joint agency safeguarding children performance indicators.
- Ensure as part of the serious case review process that management reviews are completed fully within the set timescales.
- Ensure that the confidential business of the Board is respected.

15.2 Board Members will be required to sign a membership agreement agreeing to comply with the KSCB membership expectations.