



Kirklees **Safeguarding Children** Partnership

# Constitution

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## **Kirklees Safeguarding Children Partnership Constitution**

- To jointly identify, with the Safeguarding Children Executive Group, safeguarding priorities for Kirklees and to monitor the Kirklees Safeguarding Children Business Plan.
- To receive reports from the Executive Group and other partners in respect of the delivery of the Business Plan.
- To consider reports on relevant learning and development activity
- To receive reports from Independent Scrutiny activity.
- To receive reports on activity and the viewpoints of children and young people.
- To act as a reference group for the Safeguarding Partners.
- To identify and take action on new and emerging issues in the Borough in respect of children's safeguarding.
- To ensure effective linkages with other relevant partnerships and governance structures.
- To ensure the new arrangements fulfil the vision and values of the partnership in their operation.
- The Partnership will meet on a three times per year to consider its business and will be chaired independently.
- An annual event will be held with a broader attendance to inform the partners of our activity against an agreed priority of the Business Plan.

### **1. Title**

- 1.1** The Partnership shall be known as the Kirklees Safeguarding Children Partnership, hereafter known as the KSCP.

### **2. Purpose**

Working Together to Safeguard Children 2018 placed a duty on the three agencies to work together and define the local Multi-Agency Safeguarding Arrangements. It also placed a duty on other agencies to co-operate with the new arrangements.

The Kirklees Safeguarding Children Partnership (KSCP) is the body that replaces the Kirklees Safeguarding Children Board and will work with all agencies to safeguard and promote the welfare of children and young people in Kirklees.

The partnership is an independent intermediary body and will meet at least three times a year and have a strategic focus leading subgroups who will be expected to report on a work plan for the year. The KSCPs objectives are to:

- Co-ordinate local work undertaken by all agencies and individuals to safeguard and promote the welfare of children and young people.
- Ensure the effectiveness of that work.

The partnership will be chaired by an Independent Advisor/Chair to support transitional arrangements.

We want a safeguarding system in Kirklees that:

*Promotes safe and healthy resilient families, builds on their strengths rather than focusing on their deficits. We want to manage risk and reduce it. We want families to feel a sense of belonging to the Borough and to live in communities that support them, embrace and value difference and that are safe. We want children and young people to feel supported and empowered to develop the skills and access the learning they need to reach their potential.*

In order to do this Statutory partners, relevant agencies and Co-opted members are all clear that safeguarding children and protecting their welfare is every-body's business: all partners are committed to working Together and to share responsibility to keep children and young people safe and to reduce risk

In accordance with Section 14 of the Children Act 2004 , the core purposes of the Partnership are to **Coordinate** what is done by each person or body represented for the purposes of safeguarding and promoting the welfare of children in the area: and, to **ensure the effectiveness** of what is done.

**In addition we want our new partnership to enable:**

\*Partners to hold each other to account \*Whole system learning - together and with other partnerships \*Horizon scanning that considers and responds to new and emerging risk and vulnerability \* greater engagement with front line practice to encourage and develop learning across the whole system \*Excellent practice that builds on strong multi agency working.

**The overarching Principles that underpin the work of the partnership are as follows:**

- \*To ensure that the voice of children and young people is central to the work we do
- \*To recognise the key role of family and to Think Family in our work
- \*To understand the community in which the Partnership operates
- \*To listen to and Learn from practice
- \*To support and enable the highest standards of practice
- \*To lead continuous improvement
- \*To promote Early intervention and prevention
- \*To coordinate activity and be effective

**3.** The Partnership is committed to a smooth and effective transition into the new arrangements, the priorities moving forward are therefore based on the priorities developed with young people in 2018/19.

These are:

**Keeping Children and young people safe from harm inside the home, outside the home and online**

A focus on contextual safeguarding that considers exploitation, vulnerability and risk

**Children and young people having access to the right help, at the right service at the right time and in the right place**

Developing effective early support, available locally

Understanding the impact of Adverse Childhood Experience and equipping professionals to effectively plan, assess and support to reduce trauma

**Effective partnership working and accountability to improve safeguarding outcomes for children, young people and their families**

Improving intelligence and understanding of performance, assurance and impact

Improving a shared response to Domestic Abuse

## **4. Functions**

- 4.1** The core functions of the Partnership are set out in the new Kirklees Safeguarding arrangements. The objectives of the KSCP 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 Partnership 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 Partnership 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 Partnership members to 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 and Young People's Partnership Board.
- 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** Inform and draw on the Joint Strategic Needs Assessment (JSNA) and link effectively with the health and wellbeing board, including the Director of Public Health.

- 4.6 Develop and maintain a local framework for learning and improvement in which case reviews are conducted regularly, on both cases that meet the statutory criteria for conducting a serious case review, and on other cases that can provide useful insights about the way organisations are working together to safeguard and protect the welfare of children.
- 4.7 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.
- 4.8 Co-operating with neighbouring children's services authorities and their Partnership.
- 4.9 Ensuring effective co-ordination and implementation of measures to strengthen private fostering notification arrangements.
- 4.10 Co-operating with local Multi-Agency Public Protection Arrangements (MAPPA).
- 4.11 The KSCP may engage in other activities as identified and agreed as part of wider Children and Young People's Partnership Board planning and by Partnership members.
- 4.11 The KSCP will produce a three year Business Plan that fits within the framework and priorities of the Children and Young People Plan.
- 4.12 The KSCP will produce an Annual Report that will set out the KSCP's work plan for that year and review the work of the previous year.

## 5. **Membership**

- 5.1 KSCP shall be consist of the following statutory partners:

The Local Authority  
Clinical Commissioning Groups  
The Chief Officer for the Police area.

The KSCP's other relevant agencies will include:

Senior members nominated by each member agency in accordance with the Statutory Board partners as set out in Working Together to Safeguard Children 2018. 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:

- The Local Authority Lead Member
- West Yorkshire Probation Service and Community Rehabilitation Companies
- Youth Offending Team
- NHS England and Clinical Commissioning Groups
- NHS Trusts and NHS Foundations Trusts
- West Yorkshire Fire Service
- Yorkshire Ambulance Service
- Cafcass

- Lay members representing the local community
- A School representative from both Early years and Secondary education.
- Virtual School representation
- A representative from Kirklees College
- Designated Nurse
- Designated Doctor
- A representative from Locala
- Voluntary & Community sector representative
- Kirklees Housing/KNH
- National Probation Service
- Community Rehabilitation Company

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.

**5.2** The following will be members in an advisory capacity:

- KSCP Business Manager
- Legal Services

**5.3** Lay Members will operate as full members of KSCP, participating on the Partnership itself and on relevant Sub groups. Individual lay members may retain their partnership membership for a period of up to five years.

**5.4** The Yorkshire Ambulance Service (YAS) should receive non-confidential minutes of Partnership meetings, and link to the Partnership through NHS Kirklees.

## **6. Chair and Vice Chair**

**6.1** The Chair of KSCP will be someone independent of the local agencies so that the KSCP can exercise its local challenge function effectively.

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

## **7. Arrangements**

**The KSCP Statutory partners will meet quarterly. Additional meetings may be convened if required by the Independent Chair.**

**7.1** KSCP other relevant partner members will meet approximately three times per year. Additional meetings may be convened if required by the Independent Chair.

## **8. Quoracy**

**8.1** A quorum of the KSCP meeting 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** KSCP relevant members will be senior managers who will:

- Speak for their organisation
- Commit the organisation to policy and practice matters, and
- Hold their organisation to account and hold others to account.

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

**9.3** Relevant 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. KSCP relevant members can make request to the Independent Chair for another member of the agency to attend a KSCP meeting in their absence.

**9.5** Relevant Members must ensure that confidential issues of the Partnership are respected.

## **10. Accountability**

**10.1** The KSCP will have a separate identity and be independent from Children's services. The Partnership will form a view of the quality of local activity, challenge organisations when necessary and have an independent voice.

**10.2** The Partnership 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 Partnership will sit on the Children and Young People's Board and will present an Annual Report on behalf of KSCP.

The KSCP will receive a summary report from the minutes of the Children and Young People's Board to be discussed at each KSCP meeting.

In addition the Annual Report produced by the KSCP will be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.

### **10.4 Chair Accountability**

The KSCP Chair is accountable to the Local Authority via the Chief Executive and the Director of Children's Services (DCS) for the effectiveness of the work of the Partnership. The Chair equally should challenge the Chief Executive and the DCS with regard to their roles in safeguarding and promoting wellbeing.

The KSCP Chair meets at a minimum twice a year with the Chief Executive, who holds the Chair to account through examination and challenge of the annual report and through appraisal of the Chair's effectiveness in the role.

The Chair/Chief Executive will arrange additional meetings as and when required.

The KSCP Chair and the DCS have an ongoing direct relationship and meet regularly (approximately monthly) to discuss safeguarding and the promotion of wellbeing across the authority and the safeguarding system, in support of the statutory responsibilities carried by the DCS. The DCS is a member of the KSCP and the Children and Young People's Board, and participates in the annual appraisal of the KSCP Chair.

The KSCP Chair meets at a minimum twice a year with the Leader of the Council who is also the Chair of the Health and Wellbeing Board. The meeting enables key strategic issues to be highlighted and reflected in priorities of both. The Annual Report of the KSCP is presented to the Health and Wellbeing Board and the KSCP Chair will attend additional Health and Wellbeing Board meetings as appropriate.

The Lead Member attends KSCP meetings as a participating observer and takes part in key Partnership events, such as the Section 11 challenge. The Lead Member also participates in the annual appraisal of the KSCP Chair. The KSCP Chair is a member of the Children and Young People's Board, which is chaired by the Lead Member.

## **10.5 Escalation procedure between KSCP members**

Safeguarding children depends on effective joint working between agencies and professionals who have different roles and expertise. All members of the KSCP must take collective responsibility for KSCP decisions; the overall aim is the resolution of disputes as quickly and effectively as possible.

In the case of a member of the KSCP who is seen not to be performing their duty to promote and to safeguard children, the KSCP chair will be required to take this up with the person representing the organisation in the first instance. If there is no change then it will be taken up with the most senior member of that organisation and if this is still not effective then with the relevant inspectorate or if necessary the relevant Government Department.

## **11. Financial Provision**

- 11.1** To be effective, significant input of time, commitment and resources are needed from member agencies.
- 11.2** The KSCP statutory 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 1<sup>st</sup> April to the 31<sup>st</sup> March each year.
- 11.4** Kirklees Council will administer the budget on behalf of the Partnership.
- 11.5** The Safeguarding Partnership Manager will have the authority to act as the Partnership'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 KSCP will set up a number of sub groups and where necessary time limited task and finish groups to support the work of the Partnership.

## **12.2 Executive Group**

### Terms of Reference

The nominated leads for the three statutory Safeguarding Partners will form the Boroughs new Children's Safeguarding Executive Group along with a representative from Learning services and Public Health .The members of this group will be the strategic leadership group for the new safeguarding arrangements. They will hold themselves and others to account for fulfilling their safeguarding responsibilities effectively and will have a relentless focus on improving safeguarding outcomes for Kirklees children and young people.

The group's key roles will be:

- To jointly identify, with the wider Safeguarding Partnership, safeguarding priorities for Kirklees and to develop an annual Safeguarding Children Business Plan.
- To work collaboratively to drive and ensure the delivery of the annual Safeguarding Children Business Plan.
- To receive reports on a performance dataset/dashboard reflecting the multi-agency inputs, outputs and outcomes required to meet the objectives in the Business Plan.
- To establish standing and 'task and finish' sub-groups as considered appropriate and agree terms of reference and desired outcomes and receive reports on their activity.
- To receive reports on multi-agency audit/quality assurance, and learning and development activity.
- To receive reports on the status and outcomes of rapid reviews and formal and informal children's safeguarding practice reviews (CSPRs).
- To receive reports and engage with the issues identified by children and young people.
- To receive reports arising from the independent scrutiny of the local safeguarding arrangements
- To take actions/problem solve in respect of performance and quality issues as they are identified in reports to the group.
- To provide regular 'accountability reports' to the Children's Safeguarding Partnership and to chief officers of the statutory Safeguarding Partners.
- To co-author an annual report on the operation of the arrangements and evidence of their impact on outcomes for children for presentation to the Partnership and wider publication
- The Executive Group will meet quarterly to fulfil these responsibilities and will be chaired independently.

Ad hoc meetings may be called to consider urgent matters. Any relevant agency, eg Third Sector Organisations, may be invited to attend the group on an 'issue by issue basis'

- 12.2.1** It is the role of the Executive Group to ensure the effective delivery of the work of the KSCP.

- 12.2.2** The Executive Group will ensure the KSCP is engaged with the strategic planning for all children in Kirklees by ensuring appropriate mechanisms for communication with the Children's & Young people's Partnership and other business planning processes.

### 12.2.3 The Executive Group will along with the Independent Chair:

- 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 Partnership relevant members.
- Prepare an Annual Report each year. The report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify areas of weakness, the causes of those weaknesses and the action taken to address them and include lessons from reviews undertaken.
- Quality Assurance
- Monitor the budget.
- Monitor local and national developments and make recommendations on required actions.
- Manage the relationships between the Sub groups.
- Commission focused task and finish groups from both the West Yorkshire Procedures Group and others identified within the KSCP Sub groups.
- Receive and comment on reports from Sub group chairs that must provide an update highlighting work plan progress and any problems encountered with implementing actions.
- Establish the Partnership agendas and forward planning, including priority issues identified by the group.
- Agree the Training offer for the wider Partnership workforce.

### Membership

#### 12.2.4 The Executive Group is a small group of Partnership Members and will include a representative from:

- Independent Chair
- Directorate for Children and Young People
- CCG
- Police
- Education Service Director – Learning & Early Support
- Other Partnership members who chair Sub groups
- Safeguarding Children Partnership Manager

#### 12.2.5 The Independent Chair of the KSCP will provide the leadership for the group and chair meetings.

#### 12.2.6 The Executive Group will undertake the day to day business of the Partnership.

### 12.3 Safeguarding Effectiveness Sub Group

#### 12.3.1 Overall Purpose:

Whilst every sub-group is expected to understand performance and assurance within its own remit, detailed multi-agency performance scrutiny across and within the system should take place in the Safeguarding Effectiveness sub-group. With responsibility for implementing the Safeguarding Effectiveness Framework, the group will bring together a range of evidence outlined in the framework, undertake Section 11 audits, and report by exception to the partnership.

Information will be received from other sub-groups and agencies in the form of assurance reports, and areas for learning passed to the Strategic Learning and Development sub-group.

### **12.3.2 Accountability:**

The subgroup is accountable to the Executive Group of the KSCP and will report to the Executive Group through the Chair of the Safeguarding Effectiveness Subgroup.

The Chair of the sub group when required will provide update reports to the Executive Group highlighting work plan progress and any problems encountered with implementing actions.

### **12.3.3 Functions:**

- Specify and receive performance reports and information from partners in relation to the KSCP core business including:
  - Performance indicators in an agreed collated data set.
  - Performance reports and audits carried out within agencies along with key learning points.
  - Carry out the Section 11 audit.
  - Carry out audits across themes and support the Practitioner events to discuss these areas.
  
- Analyse this information in order to:
  - Report on performance across partner agencies.
  - Identify areas of good practice and quality.
  - Identify areas of concern or gaps in service provision.
  - Ensure concerns or gaps in service provision are understood so action can be taken to rectify them.
  - Understand the impact that services have
  
- Promote continuous improvement in safeguarding and share examples of learning in order to cascade and enhance improvement with other subgroups and wider partners.
  
- Encourage the development and identification of best practice, trends and patterns. In turn, promote proactive and innovative thinking regarding future demand.
  
- Contribute to and work in accordance with the KSCP Business Plan.
  
- Facilitate the sharing of information, data, audit and service reviews to aid agencies to evaluate if they are effective in safeguarding children.
  
- Monitor member agencies effectiveness in terms of their work to safeguard and promote welfare of children and young people.

- Monitor compliance with the Section 11 requirements of the Children Act 2004
- Summarise and extract key points from inspection reports and ensure this is implemented by monitoring action plans
- Respond on behalf of the partnership, to safeguarding issues raised in inspectorate reports.
- Be children and young people focussed.
- Involve multi-agency practitioners in priority setting, monitoring and improvement.

#### **12.3.4 Membership**

- The membership of this sub group will be periodically updated to ensure that it includes the right expertise.
- The sub group will comprise of partnership members which must include Kirklees Children Services, Health and Police as joint partners.
- Members of the subgroup must have sufficient knowledge and skills to set, monitor and audit quality standards and who have these responsibilities within their organisation.

#### **12.4 Learning and Development Subgroup**

##### **Terms of Reference**

This group will consist of representatives of the three statutory Safeguarding Partners, the Children's Learning and development Officer and Relevant Agencies by invitation. It will be key to the embedding of a learning culture and 'cycle' into the new safeguarding arrangements.

The group's key roles will be:

To ensure the learning from audit activity and from formal and informal safeguarding practice reviews is disseminated appropriately.

To make recommendations to the Executive Group and Partnership, and implement decisions, on changes to multi-agency safeguarding policies and procedures arising from audit and practice reviews.

To produce and disseminate regular 'highlight reports' on safeguarding practice for practitioners.

To work with the designated Childrens Services Learning and Development lead to enhance the multi-agency learning and development programme and other ad hoc learning events.

This group will meet quarterly to fulfil these responsibilities.

**12.4.1** The sub group will be accountable to the KSCP and will:

- To identify multi-agency safeguarding children training needs.
- To undertake an annual training needs analysis to inform the annual training plan and highlight agencies who are struggling to meet their obligations with regard to staff training.
- Sub Group members should have the necessary skills, expertise and knowledge to enable them to make informed contributions to the development and evaluation of a training strategy and training plan.
- To produce a three yearly training strategy with reference to the latest research, serious case and child death reviews, local and national developments and a review of recent training needs analyses.
- To contribute to the development of the annual training plan produced by the Learning and Development Officers.
- To promote the KSCP training plan and encourage staff and volunteers to access both single and multi-agency training opportunities. To promote the relevance of ongoing professional development in the work of safeguarding children and monitor that the training is reaching the relevant staff / volunteers.
- To produce an annual report for the partnership detailing single agency training, multi-agency training, activities of the sub group over the year and projects planned for the upcoming year.
- To quality assure and evaluate the impact of single and multi-agency training (including e-learning packages).
- Those delivering training to feedback issues / concerns raised on training events from participants and the sub group to agree a strategy for dealing with this.
- To keep the subgroup up to date with information on staff / agency changes to ensure that training information is distributed accordingly.
- To provide clarity to KSCP on the level of training required for individuals working with Children and Families.
- Each agency representative will be responsible for maintaining a regular dialogue with the Learning and Development Sub Group in relation to Learning and Development issues.
- Respond to KSCP and other work streams where specific training needs have been identified and liaising with other sub groups as appropriate.
- Contribute to and work in accordance with the Partnership's Business Plan.
- Provide update reports to Executive Group highlighting work plan progress and problems encountered with implementing actions.
- Identify inter-agency child protection training and learning needs of professionals within member agencies.
- Develop a training strategy and programme to meet these needs. Programmes will be included within an annual training plan. The training programme developed should be in accordance with local priorities, national standards and legislation.
- Assist in the development, delivery and commissioning of a wide range of training events. Ensure that equality and diversity issues are an integral part of all learning and development activities.
- Evaluate training to ensure that identified objectives are an integral part of all training and development activities. Evaluate the impact of training on individual and service development. Review and update training programmes in the light of research and practice experience.
- Contribute to the KSCP Annual Report

### Membership

**12.4.2** The sup group 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 KSCP Learning and Development Officer, KSCP Safeguarding Officer for Schools, Police, Children’s Social Care, Early Years, and the Voluntary Sector.

**12.4.4** This sub group will be chaired by a Partnership Member or a senior manager nominated on their behalf.

**12.5 Exploitation Sub Group**

**12.5.1 - Functions**

1. Contribute and work in accordance with the Partnership Business Plan to drive forward the work on risk and vulnerability, and ensure effective cooperation between agencies and professionals.
2. To develop/review the implementation of the Exploitation safeguarding strategy and action plan in conjunction with the West Yorkshire Policies and Procedures Group
3. To collate and analyse data and identify any patterns, trends and issues in relation to risk and vulnerability.
4. Identify commissioning opportunities and interventions to address trends, patterns, and contexts, to increase safety in settings
5. To identify learning and development needs, to ensure that all staff are confident in how to identify and respond to risk and vulnerability, and support practice development activities.
6. To develop local strategies to address risk and vulnerability in conjunction with the regional Risk and Vulnerability safeguarding steering group.
7. To ensure effective links are established with safeguarding in schools, Learning and Development Sub Groups, Community Safety partnership and other relevant groups.
8. To provide update reports to the KSCP Executive Group, highlighting work plan progress and challenges.
9. The Sub group will be composed of managers nominated by each of the member agencies and other relevant local agencies or organisations.
10. The Chair will be a Partnership member.
11. The Sub Group will meet quarterly to discuss risk and vulnerability.

**12.5.2 - Accountability**

The Exploitation Safeguarding Strategic Sub Group are accountable to the KSCP Executive Group and will report to the Partnership through the Chair of the Sub Group. The Chair will provide update reports to the KSCP Executive Group, highlighting work plan progress and any problems encountered with implementing actions.

Individual members take responsibility for reporting through and to their own organisation. If members are unable to attend meetings for any reason they should send, a nominated representative.

**12.5.3 - Membership**

Chair (Partnership Member) Children’s	Chair ( Partnership Member) Police	Operational Group Action plan work stream lead, ( Prevent)
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Social Care		Safer Kirklees and YOT
Designated Nurse CCG	Operational Group Action plan work stream lead Prepare Children's Services	Children's Services, Education Safeguarding and Inclusion
Adult Social Care and Safeguarding	Operational Group Action plan Sub group lead, (Prevent) YOT, Children's Services	Operational Group Action plan Sub group lead, (Protect) Children's Services and Health
KCP Business unit BSO	Operational Group Action plan Sub group lead, Pursue Police	Children's Services Principle Social Worker

#### **12.5.4 - Chair**

The Exploitation Safeguarding strategic group will be co-chaired by the Police and Children's Services

#### **12.5.5 - Management and administration**

Kirklees Safeguarding Children Partnership Business unit will provide administrative support to the group.

#### **12.5.6 - Frequency of meetings**

The Strategic Group will meet every 3 months.

### **12.6 - Child Safeguarding Practice Review Sub Group**

#### **The Purpose of the SPR Sub-group**

This sub group supports learning from practice in accordance with the requirements from Working Together 2018. In respect of Child Safeguarding Practice Reviews the Sub-group will:

- Contribute to and work in accordance with the Partnership's Business Plan.
- Be responsible for fulfilling the statutory duty of Kirklees Safeguarding Children Partnership (KSCP) in respect of Child Safeguarding Practice Reviews, in line with Working together to Safeguard Children 2018
- Work closely with the KSCP sub-groups and Task & Finish Groups to ensure that Child Safeguarding Practice Review learning points are fully implemented and agencies can evidence that learning has taken place.

#### **Sub-group Members Role in relation to Local Child Safeguarding Practice Reviews**

- Support the development of a local nominated authors who are able to undertake management reports

- Ensure a rigorous and thorough review of the first draft of any new review and any significant amendments to be sent to the SPR Coordinator, the sub-group will only get one further opportunity before it is signed off and sent to the Business planning group.
- Develop the learning/findings from the Local Child Safeguarding Practice Review into workable actions for their agency.
- Progress the implementation of their agency's actions from CSPRs including delegating this work to colleagues in their agency outside of the meeting and following this through to completion.
- Provide an update to the sub-group regarding any matters relating to a review that their agency become aware of, for example in relation to the progression of criminal proceedings.
- Identify any learning and development issues in respect of any agency struggling to meet their responsibilities in completing a Child Safeguarding Practice Reviews i.e. completing chronologies, disseminating learning.
- Challenge other members in relation to their work in completing a Child Safeguarding Practice Review, their response to review findings and their contributions to the completion of action plans.

### **Sub-group Members Role with regard to learning from Child Practice Reviews**

- Ensure that any learning from cases is understood and acted upon by their agency.
- Develop and maintain mechanisms for ensuring that the learning from reviews is embedded into practice and that actions taken have made a difference to practice and the lives of children and their families.
- Consider learning from major national reviews and implement any necessary learning.
- Highlight emerging themes from cases coming forward that might benefit from thematic approaches either in the form of a review or learning event.

### **Role of the Chair the Sub-group:**

- Provide update reports to the Independent Chair highlighting problems encountered with implementing actions.
- Provide update reports to the Partnership Meetings as required. The reports will summarise the ongoing case reviews and the progress relating to the implementation of learning from them. The report will also highlight any problems encountered with the implementation of the learning points.
- Write, promptly, to any agency/organisation where there are delays in completion of their identified learning and actions from the case reviews and where appropriate escalate concerns to the Independent Chair of the KSCP.

- Provide influence to the development of the author’s learning points to ensure that they SMART and have clear expectations.
- Ensure the group has a strong cohesive, partnership approach with colleagues responsible for Domestic Homicide Reviews and Safeguarding Adults reviews
- Assist the National Panel in the event that they are undertaking a review of an Kirklees case.

### Virtual Panel

Additionally the Independent Chair, The Chair of this Sub-group and the representatives for the Police and Children’s Social Care will participate in the Virtual Panel to decide whether a serious incident reaches the criteria for a Local Child Safeguarding Practice Review or other type of review as set out in the KSCP Local Child Safeguarding Practice Reviews Process and Guidance 2018, where it is not possible to convene a meeting within the national timescales.

### SPR Sub-group Membership

The sub-group shall be composed of members of the partner agencies of the Partnership which will include as a minimum;

- CCG Designated Nurse
- Designated Doctor
- KSCP Business manager
- Police
- Representative from Children’s Social Care
- KSCP Business Manager

Service Director Family Support and Child Protection
Designated Doctor
KSCP Business Manager
West Yorkshire Police
Education Safeguarding and Inclusion
Children Social Care
KSCB Business Support
Community Rehabilitation Company
Locala
CHFT
Mid Yorks
SWYPFT
Early Years
Kirklees Neighbourhood Housing
Consultant public Health - Kirklees
Head of Service – Early Support
YOT

This sub-group will be chaired by a Partnership Member.

Membership will also be flexible to allow additional attendees to be co-opted where their specific knowledge is required; e.g. to provide legal advice or support in addressing particular issues

There will be a clear link to the KSCP Learning and Development Sub-group through the chair of that sub-group or the Business manager prior to the sign off of a new review to ensure that the learning in respect of learning and development are clear and achievable.

The SPR Sub-group will also link to the Safeguarding Effectiveness sub-group to ensure that lessons from SPR's are considered in the multi-agency audit programme and that the sub-group considers its role in ensuring learning has been sufficiently embedded into practice.

Additional attendance may be required of agencies who are involved in a review in order to develop their actions in relation to the findings of the review. Those in attendance should be of sufficient seniority that they are able to agree the actions in the meeting and enact them on their return.

### **Information sharing**

Sub-group members will share information from the meetings within their own agencies appropriately and with due regard for the sensitive nature of the subject matter. A Communication Strategy will be developed in relation to the publication of each safeguarding practice review and this will be signed off by the Executive Group prior to any decision regarding publication being implemented.

### **Quoracy**

Meetings to be quorate: There should be representatives from at least three different agencies at each meeting.

### **Frequency of meetings**

Meetings are to be held, at a minimum of every 6 weeks, with extra meetings to consider specific reviews or issues as necessary.

## **12.7 Child Death Overview Panel**

### **1. Purpose**

- 1.1. Through a comprehensive and multidisciplinary review of child deaths, the Calderdale Kirklees and Wakefield Joint Child Death Overview Panel (CDOP) aims to better understand how and why children in the two areas die. Through use of the findings it will take action to prevent other deaths and improve the health and safety of the children in the two areas, (hereafter known as, the area).
- 1.2. In carrying out activities to pursue this purpose, the CDOP will meet the functions set out in Chapter 5 of *Working Together to Safeguard Children (2018)* in relation to the deaths of any children normally resident in the area. Namely: –

- a. *collecting and analysing information about each death with a view to identifying—*
  - i. *any case giving rise to the need for consideration of a serious case review;*
  - ii. *any matters of concern affecting the safety and welfare of children in the area covered by Calderdale Kirklees and Wakefield Safeguarding Children Partnerships;*
  - iii. *any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area; and*
- b. *(b) putting in place procedures for ensuring that there is a coordinated response by the authority, their Partners and other relevant persons to an unexpected death.*

## **2. Objectives**

1. To ensure, in consultation with the local Coroner, that local procedures and protocols are developed, implemented and monitored, in line with the guidance in Chapter 5 of *Working Together 2018* on enquiring into unexpected deaths.
2. To ensure the accurate identification of and uniform, consistent reporting of the cause and manner of every child death.
3. To collect and collate an agreed minimum data set of information on all child deaths in the area and, where relevant, to seek additional information from professionals and family members. All forms and templates to be used for reporting child deaths can be found here: [child death review forms](#).
4. To evaluate data on the deaths of all children normally resident in the area, thereby identifying lessons to be learnt or issues of concern, with a particular focus on effective inter-agency working to safeguard and promote the welfare of children.
5. To evaluate specific cases in depth, where necessary to learn lessons or identify issues of concern.
6. To identify significant risk factors and trends in individual child deaths and in the overall patterns of deaths in the area, including relevant environmental, social, health and cultural aspects of each death, and any systemic or structural factors affecting children's well-being to ensure a thorough consideration of how such deaths might be prevented in the future.
7. To identify any public health issues and consider, with the Director(s) of Public Health of Calderdale Kirklees and Wakefield respectively, and other provider services, how best to address these and their implications for both the provision of services and for training.
8. To identify and advocate for needed changes in legislation, policy and practices to promote child health and safety and to prevent child deaths.
9. To increase public awareness and advocacy for the issues that affect the health and safety of children
10. Where concerns of a criminal or child protection nature are identified, to ensure that the police and coroner are aware and to inform them of any specific new information that may influence their inquiries; to notify the Chair of the relevant

LSCP of those concerns and advise the chair on the need for further enquiries under section 47 of the Children Act, or of the need for a Serious Case Review

11. To improve agency responses to child deaths through monitoring the appropriateness of the response of professionals to each unexpected death of a child, reviewing the reports produced by the rapid response team and providing the professionals concerned with feedback on their work.
12. To provide relevant information to those professionals involved with the child's family so that they, where appropriate, can convey this information in a sensitive and timely manner to the family
13. To monitor the support and assessment services offered to families of children who have died
14. To monitor and advise the relevant LSCP on the resources and training required locally to ensure an effective inter-agency response to child deaths
15. To co-operate with any regional and national initiatives – e.g. the Centre for Maternal and Child Enquiries (CMACE) – in order to identify lessons on the prevention of child deaths.

### **3. Scope**

- 3.1. 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 who are normally resident in the area. This will include neonatal deaths, expected and unexpected deaths in infants and in older children. Where a child normally resident in another area dies within the area, that death shall be notified to the CDOP in the child's area of residence. Similarly, when a child normally resident in the area dies outside it the 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.
- 3.2. In cases where a child is born at less than 23 weeks gestation the CDOP will note the death, but it will not be subject to a full child death review unless the designated paediatrician feels an investigation is appropriate.

### **4. Team Membership**

- 4.1. The Child Death Overview Panel will have a permanent core membership drawn from the key organisations represented on the three LSCPs. Other members may be co-opted to contribute to the discussion of certain types of death when they occur.
- 4.2. For the Child Death Overview Panel to be able to carry out its duties in reviewing the deaths of children, the following representatives will need to be present in order for the CDOP meetings to be quorate
  - The Chair of the Child Death Overview Panel
  - SUDIC Paediatrician
  - Police or Coroner's officer
  - Consultant, Public Health

- Principal Officer, Child Protection
- Designated Nurse for Safeguarding
- Representative from both Calderdale, Kirklees and Wakefield Safeguarding Children Partnership

4.3 Parents will be informed of the work of the Panel and will be invited to contribute and/or receive feedback.

## **5. Observers and Deputies**

- 5.1. Organisations wishing to send a deputy or representative must first seek permission from the panel chair prior to the CDOP meeting
- 5.2. Observers will only be allowed to attend if it is relevant to the process, their training needs or for future roles. Permission must be sought from the chair of the CDOP panel prior to the meeting

## **6. Confidentiality and Information Sharing**

- 6.1. Information discussed at the CDOP meetings will be anonymised prior to the meeting. However, it is 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' (2018) and is bound by legislation on data protection.
- 6.2. CDOP members will all be required to sign a confidentiality agreement before participating in the CDOP. Any ad-hoc or co-opted members and observers will also be required to sign the confidentiality agreement.
- 6.3. 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.

## **7. Accountability and Reporting arrangements**

- 7.1. The CDOP will be accountable to the respective Chairs of the three Local Safeguarding Children Partnerships.
- 7.2. The Child Death Overview Panel will prepare an annual report for the three LSCPs, which are responsible for publishing relevant, anonymised information.
- 7.3. The three LSCP's will take responsibility for disseminating the lessons to be learnt to all relevant organisations, ensure that relevant findings inform the respective Children and Young People's Plans and act on any recommendations to improve policy, professional practice and inter-agency working to safeguard and promote the welfare of children in their respective areas.

The LSCPs will supply data regularly on every child death as required by the Department for Education to bodies commissioned by the Department to undertake and publish nationally comparable, anonymised analyses of these deaths.

