



# **ISLE OF WIGHT SAFEGUARDING CHILDREN BOARD**

## **Constitution**

Date reviewed

23<sup>rd</sup> October 2018

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Next review date

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## 1. Context

1.1 This constitution has been drawn up to reflect the requirements and expectations of LSCBs as set out in:

- *The Children Act 2004*<sup>1</sup>
- *The Local Safeguarding Children Board Regulations 2006*<sup>2</sup>,
- *Working Together to Safeguard Children 2015*<sup>3</sup>
- *Ofsted Single Inspection Framework 2013*<sup>4</sup>
- *Joint Targeted Area Inspection Framework (2016)*<sup>5</sup>
- *Children and Social Work Act 2017*<sup>6</sup>

1.2 The 2004 Act placed a duty on local authorities to establish a Local Safeguarding Children Board (LSCB) for their area. Regulation 5 of the 2006 Regulations sets out the functions of the LSCB in relation to the objectives described in the 2004 Act. The effectiveness of these arrangements will be evaluated through the Joint Targeted Area Inspections (JTAs) begun in 2016.

1.3 Working Together to Safeguard Children (DfE, 2015), gives a clear framework for LSCBs to monitor the effectiveness of local services for children and their families, including Early Help.

1.4 The Ofsted single inspection framework will evaluate the effectiveness of the LSCB in meeting its statutory functions. Inspectors will use a four-point scale of outstanding, good, inadequate and requires improvement to judge the LSCB.

1.5 The Constitution for the Isle of Wight Safeguarding Children Board (IOWSCB) incorporates these requirements and expectations, set in a local context.

1.6 The Children and Social Work Act makes provisions about looked after children; welfare of children; and the regulation of social workers.

## 2. Statutory Objectives and Functions

2.1 Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on the LSCB.

2.2 The **statutory objectives** of LSCBs as set out in Section 14 of the Children Act 2004 are:

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2004/31/contents>

<sup>2</sup> <http://www.legislation.gov.uk/uksi/2006/90/regulation/5/made>

<sup>3</sup> <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<sup>4</sup> <https://www.gov.uk/government/publications/inspecting-local-authority-childrens-services-framework>

<sup>5</sup> <https://www.gov.uk/government/publications/joint-inspections-of-arrangements-and-services-for-children-in-need-of-help-and-protection>

<sup>6</sup> <http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

- a) "To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and
- b) To ensure the effectiveness of what is done by each person or body for those purposes."

2.3 The **functions** in relation to the above objectives are described in Regulation 5 of the Local Safeguarding Board Regulations 2006 as:

- a) Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
  - The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention
  - Training of persons who work with children or services affecting the safety and welfare of children
  - Recruitment and supervision of persons who work with children
  - Investigation of allegations concerning persons who work with children
  - Safety and welfare of children who are privately fostered
  - Co-operation with neighbouring children's services authorities and their Board partners
- b) Communicating to persons and bodies, in the area of the authority, the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so
- c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve
- d) Participating in the planning of services for children in the area of the authority
- e) Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

2.4 Regulation 5(2) covers the functions of the LSCB relating to serious case reviews and regulation 6, those that relate to the LSCB Child Death functions. These are covered in the terms of reference for the Child Death Overview Panel at the end of this constitution.

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

2.6 In order to fulfill its statutory function under regulation 5 the IOWSCB will use data and, as a minimum:

- a) Assess the effectiveness of the help being provided to children and families, including Early Help
- b) Assess whether LSCB partners are fulfilling their statutory obligations
- c) Quality assure practice, including joint audits of case files involving practitioners and identifying lessons to be learned; and
- d) Monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children

The IOWSCB will provide training and make clear to organisations where improvement is needed. Board partners will retain their own existing line of accountability for

safeguarding.

### **3. Governance and Accountability**

- 3.1 IOWSCB holds itself accountable by the way it is structured, through the specific roles of some of its members as set out in statutory guidance and through the public documents it produces that state its intentions.
- 3.2 IOWSCB shall appoint an independent chair that will hold all agencies to account. The Chair will work closely with all IOWSCB partners, and particularly with the Director of Children's Services for Hampshire and the Isle of Wight.
- 3.3 The Chair will publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children on the Isle of Wight. The annual report will be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report will be submitted to the Chief Executive (or equivalent) for the Isle of Wight Council, the Leader of the Isle of Wight Council, the Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.
- 3.4 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 being taken to address them as well as other proposals for action. The report will include lessons from case reviews undertaken within the reporting period.
- 3.5 The Director of Children's Services for Hampshire and the Isle of Wight is required to sit on the main Board of IOWSCB as this is a pivotal role in the provision of children's social care on the Isle of Wight. This post holder has a responsibility to make sure that the IOWSCB functions effectively and liaises closely with the Independent Chair.
- 3.6 The ultimate responsibility for the effectiveness of the IOWSCB rests with the Leader of the Isle of Wight County Council. The Chief Executive (or equivalent) of the Council is answerable to the Leader
- 3.7 The Executive Member for Children's Services is the Councillor elected locally that contributes to IOWSCB as a participating observer and is not part of the decision-making process

### **4. Members**

- 4.1 Membership of Local Safeguarding Children Boards is defined in Chapter 3 of *Working Together to Safeguard Children 2015*. Members are required to be of sufficient seniority to be able to:
  - Speak for their organisation with authority
  - Commit their organisation on policy and practice matters; and
  - Hold their own organisation to account and hold others to account

- 4.2 The IOWSCB will include at least one representative from each of the agencies or organisations as out below:
- Adult Services
  - CAFCASS
  - Isle of Wight Children’s Services
  - Isle of Wight Education Services
  - Isle of Wight NHS Trust
  - Hampshire Constabulary
  - Office of Police and Crime Commissioner
  - National Probation Service
  - Hampshire and Isle of Wight Community Rehabilitation Company
  - Isle of Wight Clinical Commissioning Group
  - Designated Doctor
  - Designated Nurse
  - NHS England
  - Public Health
  - Primary School
  - Secondary School
  - Youth Offending Service
  - Voluntary Sector Services
  - Regulatory & Community Safety Service
  - IOW Fire & Rescue Service
  - Portsmouth Diocese
- 4.3 In addition, IOWSCB will be supported through the appointment of up to two Lay Members. These appointments will be for a fixed term through a formal selection process with performance reviewed annually and continuation subject to a satisfactory appraisal.
- 4.4 The lead member for Children’s Services at the Isle of Wight Council will contribute to the IOWSCB as a participating observer.
- 4.5 Representatives of the organisations listed in paragraph 4.2 above can be members of the IOWSCB Board, IOWSCB {Partnership Support Team, any agreed subgroups as described in the Constitution, or task groups established when IOWSCB agrees its annual Business Plan.
- 4.6 Membership of all groups will be reviewed and agreed annually. Nominated representatives for the Board will be published on the IOWSCB web site ([www.iowscb.org.uk](http://www.iowscb.org.uk)).
- 4.7 The IOWSCB Independent Chair
- a) The IOWSCB will be chaired by an Independent Chair, who is accountable ultimately to the Chief Executive of the Isle of Wight Council for the effectiveness of the work of the IOWSCB.
  - b) The Independent Chair will be recruited by a multi-agency panel of statutory members of the IOWSCB and will serve a three-year term at which point their tenure will cease

and a further process will commence which may include the current Chair if they so wish.

- c) The performance of the Independent Chair will be reviewed regularly by the Director of Children's Services for Hampshire and the Isle of Wight to ensure the role is undertaken competently and that the post holder retains the confidence of the IOWSCB members. The opinions of the IOWSCB members will be sought as part of this review.
- d) The Independent Chair must ensure the continued confidence of all members in maintaining the independence of IOWSCB.
- e) The Independent Chair will be a member of the Children's Trust.

#### 4.8 IOWSCB Scrutiny of Membership

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

## 5. **Structure**

5.1 IOWSCB will discharge its statutory functions and deliver its strategic priorities through the groups as described below and the establishment of short term task and finish groups. Terms of Reference for these groups are included at the end of the Constitution.

### 5.2 Board

The Board sets the performance, policy and strategic priorities for IOWSCB. It is responsible for ensuring that statutory requirements are met and it sets the priorities for its Business Plan according to local issues and demands with evidence of clear priorities to improve outcomes.

### 5.3 Executive Group

The purpose of the Executive group is to ensure that the Isle of Wight Safeguarding Children Board (IOWSCB) have the current strategic priorities, that impact on safeguarding and promoting the welfare of children on the Isle of Wight as its main focus by:

- Providing leadership and direction for the IOWSCB, ensuring that the Business Plan is delivered and the Annual Report produced.
- Respectfully holding each other to account for progress on Business Plan Actions to ensure deadlines are kept.

### 5.4 Missing, Exploited and Trafficked Subgroup

The purpose of the MET group is to meet legislative requirements, government guidance and implement recognised best practice to improve the safety and outcomes for children in the following areas of risk:

- Child Sexual Exploitation (CSE)
- Child Trafficking and Modern Slavery
- Children who are missing

There are clear links between trafficked children, missing children and child sexual exploitation as highlighted by a number of national publications since 2011.

### 5.5 Education and Schools Subgroup

The Education and Schools Subgroup facilitates communication across the education sector on their statutory safeguarding duties, the local safeguarding challenges and is responsible for disseminating learning from audits and serious case reviews. Led by Isle of Wight Council's School Improvement Manager for Education, the group is pivotal in identifying strategic and practice issues from within the sector and making recommendations to the IOWSCB.

### 5.6 Performance and Quality Assurance Subgroup

The Performance and Quality Assurance Group (PQA) co-ordinates quality assurance and evaluates the effectiveness of what is done by IOWSCB partner agencies, individually and collectively to safeguard and promote the welfare of children. It has oversight of all multi agency and single agency audits, section 11 audits and analysis of performance data relating to safeguarding within relevant agencies on the Isle of Wight.

### 5.7 Learning Inquiry Group

The Learning Inquiry Group supports the IOWSCB Independent Chair in:

- Establishing the initial scope for any serious case review (SCR) where the criteria as set out in Working Together to Safeguard Children 2015 are met, or other types of review
- To develop procedures and protocols for undertaking SCRs, review of a child protection incident and review or audit of practice, in one or more agencies on the Isle of Wight.

5.8 Workforce Development Subgroup

The purpose of the Workforce Development Subgroup is to co-ordinate, promote, quality assure and evaluate training and development opportunities for the children's workforce on behalf of IOWSCB.

5.9 Child Death Overview Panel (CDOP)

The Isle of Wight CDOP was established in November 2015 and is part of the Learning Inquiry Group. The government requires each LSCB to carry out a review of all child deaths in their area, following the processes set out in Working Together to Safeguard Children (2015). Through a comprehensive and multidisciplinary review of child deaths, the Child Death Overview Panel (CDOP) aims to better understand how and why children on the Isle of Wight die and use the findings to prevent avoidable deaths.

5.10 Adult and Child Joint Health Subgroup

The Isle of Wight Adult and child Joint health Subgroup was established in March 2018 in order to safeguard and promote the welfare of children and adults across the Isle of Wight health economy in line with the statutory duty under the Adult Care Act (2014) and Section 11 of the Children Act (2004).

5.11 4LSCB Policy and Procedures Subgroup

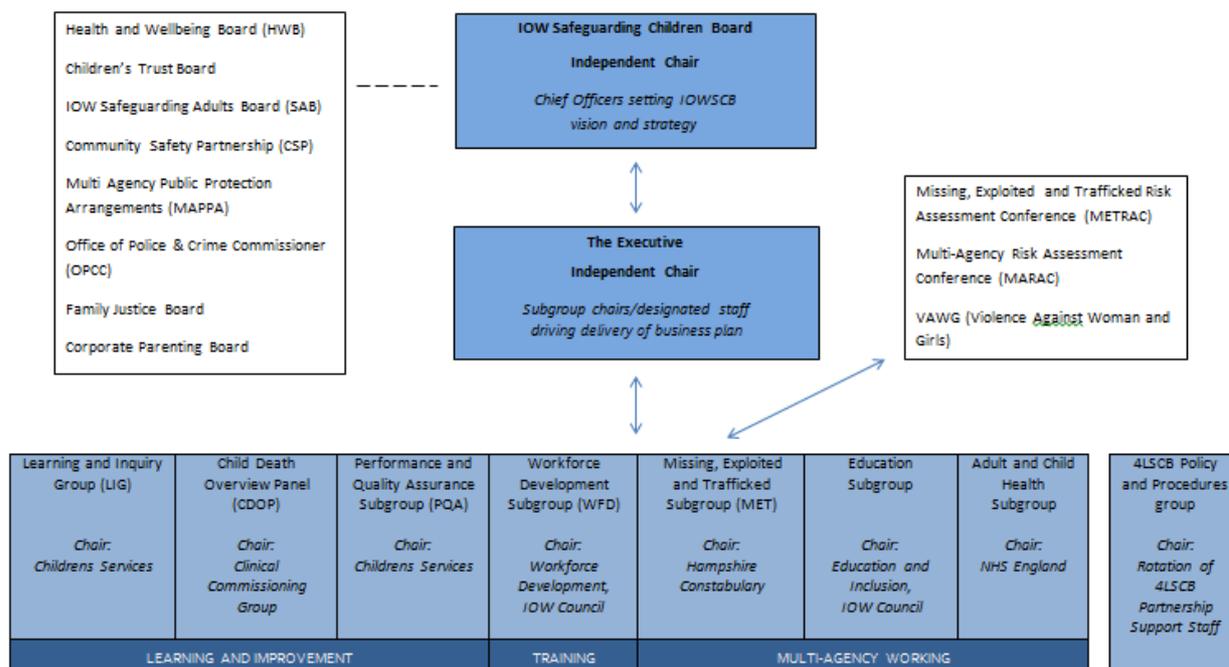
Maintains and keeps up to date the 4LSCB on-line safeguarding procedure manual. Reviews existing documents and produces new policies and protocols in response to local need and national guidance.

5.12 The Chairs for the subgroups will be agreed and appointed by the IOWSCB Board. These appointments will be reviewed annually.

5.13 IOWSCB Board members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the subgroups. They will be expected to act on behalf of their organisation and have sufficient authority to make decisions and be able to allocate resources.

5.14 IOWSCB will ensure the attendance of necessary professional advisors at its meetings. Legal advice to IOWSCB meetings will be provided by the Legal Services Advisor to the Isle of Wight Council's Children's Services.

## 6. Structure of the Isle of Wight Safeguarding Children Board



## 7. Equality and Diversity

The IOWSCB expects all its members and staff to:

- 7.1 Treat everyone fairly and equally.
- 7.2 Value differences in others and the contribution they make.
- 7.3 Treat everyone with politeness, courtesy and respect.
- 7.4 Behave at all times with integrity, honesty and openness.
- 7.5 Be aware of how your behavior impacts on others and change it if it is likely to cause offence or has caused offence.
- 7.6 Only put in writing what you would be prepared to say in person.
- 7.7 Challenge inappropriate behavior constructively and bring unfair treatment you have witnessed or strongly suspect to the attention of relevant persons or managers.
- 7.8 Offer appropriate support to colleagues where possible.
- 7.9 Cooperate with investigations into allegations made and maintain confidentiality.

## 8. Relationship of IOWSCB with other bodies

### 8.1 Isle of Wight County Council

IOWSCB will submit its Annual Report to a meeting of Isle of Wight Policy and Scrutiny Committee for Children's Services or equivalent each year, to highlight

progress made over the past year and the challenges facing the Isle of Wight Council and its partners.

## 8.2 Health and Wellbeing Board and Children's Trust

These bodies have important but distinctive roles in keeping children safe. However, the Children's Trust has a wider role in the commissioning and delivery of services locally. The IOWSCB has a unique statutory role within the strategic partnership arrangements and a clear responsibility to undertake an independent scrutiny and challenge role in respect of agencies' success in ensuring that children are kept safe. The effectiveness of the IOWSCB relies upon its ability to assert its statutory authority through an independent voice.

- a) The IOWSCB will provide to the Health and Wellbeing Board (HWB) a copy of its Annual Report. The Report will challenge the HWB to respond to the evidence provided by IOWSCB regarding the effectiveness of the multi-agency arrangements to protect children on the Isle of Wight. This will include the impact of the Early Help offer.
- b) The IOWSCB will be formally consulted as part of the commissioning proposals. In turn, IOWSCB will be accountable to the Children's Trust for progress in improving safeguarding outcomes for children.
- c) The IOWSCB will provide to the Children's Trust a copy of its Annual Report. The Report will challenge the Children's Trust and its partners to ensure that structures, processes and culture are in place to ensure that children are fully safeguarded.
- d) The Health and Wellbeing Board and the Children's Trust will assess whether the IOWSCB is fulfilling its statutory responsibilities to help (including early help), protect and care for children.
- e) The Children's Trust and Health and Wellbeing Board are required to report to the Independent Chair on progress in responding to the IOWSCB Annual Report at least once in a 12-month period.
- f) The Independent Chair will attend the Children's Trust and the Health and Wellbeing Board at least once a year.

## 8.3 Isle of Wight Safeguarding Adults Board

IOWSCB will seek to agree joint strategic priorities with the Safeguarding Adults Board, aligned to its current business plan priorities and recognising the impact of adults on the welfare of vulnerable children. In addition, it will seek to implement joint processes and share resources in relation to adult and children serious case reviews.

## 8.4 Isle of Wight Violence Against Woman and Girls (VAWG)

This also includes Men and Boys.

IOWSCB will seek to agree joint strategic priorities with the VAWG aligned to its current business plan priorities and recognising the impact of domestic violence on the welfare of vulnerable children. In addition, it will seek to implement joint processes and share resources in relation to domestic homicide and child serious case reviews.

8.5 Hearing the Voice of Children

IOWSCB will regularly seek the views of children through the range of existing groups that exist across Isle of Wight. This will include as a minimum the Isle of Wight Youth Council. IOWSCB will invite children to attend its annual conference and to the annual review of its Business Plan priorities.

8.6 Family Justice Board

IOWSCB will seek to work with the Family Justice Board in Hampshire on areas aligned to its current business plan priorities and recognising the importance of effective partnerships on issues that affect the welfare of vulnerable children and young people.

8.7 Corporate Parenting Board

IOWSCB will seek to work with the newly formed Corporate Parenting Board on areas aligned to its business plan priorities, and recognising the importance of effective partnerships on issues that affect the welfare of children who are looked after in Hampshire.

8.8 Office of the Police and Crime Commissioner

IOWSCB will work with the Office of the Police and Crime Commissioner (OPCC) on areas aligned to each respective business plan, recognising the mutual cross-overs in the role of the Board and OPCC to assure and coordinate partnership working to safeguard and protect children in Hampshire.

**9. Responsibilities of IOWSCB Members**

9.1 Members of the IOWSCB are expected to:

- a) Contribute to the effective working of the IOWSCB in promoting high standards of safeguarding work and fostering a culture of learning and continuous improvement.
- b) Hold other members to account for their contribution to the safety and protection of children, including children living in the area away from their home authority.
- c) Represent their organisation on the IOWSCB, speaking with authority for that organisation, and committing the organisation on policy and practice matters.
- d) Represent the IOWSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children.
- e) Be responsible for ensuring their organisation makes a proportionate financial and resource contribution to the IOWSCB and the audit and scrutiny activity of any subgroups.
- f) Be an objective member in undertaking scrutiny of the performance of the IOWSCB and the services provided by all organisations. This should take precedence over their role as their organisation's representative.
- g) Be an active and influential participant in informing and planning services for

children and families to influence the priority setting of the Health and Wellbeing Board and the Children's Trust

- h) Support access to the multi-agency training made available through the IOWSCB for staff in their organisation.
  - i) Lay members will make the links between the Board and community groups, support stronger public engagement in local safeguarding issues and develop an improved public understanding of the Board's child protection and safeguarding work as well as providing a different perspective to other Board members.
  - j) Work to the agreed terms of reference for the Board and its subgroups where they are members, including the explicit lines of reporting and communication.
- 9.2 Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at IOWSCB meetings.
- 9.3 Upon taking up membership a member will be expected to confirm an acceptance of the roles and responsibilities as set out in this constitution
- 9.4 Members will meet annually with the Independent Chair to review their performance.
- 9.5 Members of statutory bodies will be expected to confirm annually to the IOWSCB Board the compliance of their organisation with their statutory duty through an annual return, reviewed action plan, or presentation to the Board.
- 9.6 Members will be expected to attend a minimum of 75% of the scheduled meetings of the groups they have been nominated to attend in a year (April to March) and to put forward a named deputy to attend up to 25% of the meetings for which they are a nominated member.

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

- 10.1 Members will ensure that their Data Protection Registration, where appropriate, covers their involvement in the activities of the IOWSCB.
- 10.2 All members will adhere to the provisions of the Data Protection Act 2018 and GDPR Regulation and all other legal provisions relating to confidentiality and data security. They will also 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 IOWSCB and will continue after the individual is no longer a member, or following the IOWSCB's dissolution.
- 10.3 If any member who has access to confidential information or data knowingly breaches the law relating to, but not limited to, the unauthorised disclosure of confidential information, they may be personally liable. This applies to all members of the Board, its subgroup members and any person who comes into possession of confidential information in their dealings with IOWSCB.

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

## **11. Communications**

- 11.1 IOWSCB will seek to engage with local stakeholders and the media to ensure wider understanding of safeguarding on the Isle of Wight. It will aim to ensure that any publicity describing policies, aims, decisions and review results is objective, concentrates on facts and explanations and promotes clearly what IOWSCB aims to achieve for the children of the Isle of Wight.
- 11.2 IOWSCB will always consider the sensitivity of personal health or social care issues when discussing individual cases and will only refer to information that is already in the public domain.
- 11.3 IOWSCB will instigate systematic communications with practitioners through the organisation of workshops and learning events each year that reflect the practice improvements arising out of audits, case reviews and inspections. This will be agreed by the Isle of Wight Workforce Development Subgroup and published on the IOWSCB web site and other relevant mediums.
- 11.4 IOWSCB will, through its protocols with the Health and Wellbeing Board and the Children's Trust share with and seek information from them. The aim of this is to challenge and scrutinise the local commissioning of services to ensure they reflect the practice improvements identified in IOWSCB audits and case reviews and the current challenges highlighted in its Annual Report.
- 11.5 IOWSCB will publish the overview reports of all Serious Case Reviews commissioned on the Isle of Wight, taking into account the need to fully anonymise and remove sensitive data before reports are placed in the public domain.

## **12. Information Sharing**

- 12.1 Effective sharing of information between professionals and local agencies is essential for effective service provision. The IOWSCB will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This will include ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.
- 12.2 The IOWSCB can require a person or body to comply with a request for information (Section 14A, Children Act 2004, inserted by section 8 of the Children, Schools and Families Act 2010)<sup>6</sup>. This will only take place where the information is essential to carrying out LSCB statutory functions. Any request for information about individuals must be 'necessary' and 'proportionate' to the reasons for the request. IOWSCB will be mindful of the burden of requests and should explain why the information is needed

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<sup>6</sup> <http://www.legislation.gov.uk/ukpga/2010/26/section/8>

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

### **13. Finance and Support**

- 13.1 All IOWSCB member organisations will make proportionate financial and resource contributions to the Board and the audit and scrutiny activity of the Subgroups.
- 13.2 To support the work of the IOWSCB, a Partnership Support Team will be maintained and funded by proportionate contributions from the statutory partners and other partner agencies.
- 13.3 No later than December in each year, IOWSCB will draft a budget for the forthcoming financial year.
- 13.4 The statutory members will contribute to the budgeted cost of the IOWSCB in proportions to be agreed each year by the Executive Group.
- 13.5 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.
- 13.6 Where the budgeted amount exceeds the actual cost, the difference will be carried forward to put towards expenditure for the following year.



# TERMS OF REFERENCE

## IOWSCB Board

### 1. Purpose

The Board sets the performance, policy and strategic priorities for IOWSCB. It is responsible for ensuring that statutory requirements are met and it sets the priorities for its Business Plan according to local issues and demands with evidence of clear improvement priorities to improve outcomes.

### 2. Objectives

- a) To co-ordinate the work of statutory partners in helping, protecting and caring for children on the Isle of Wight and ensuring there are mechanisms in place to monitor the effectiveness of these arrangements.
- b) To regularly monitor and evaluate multi-agency frontline practice to safeguard children to identify where improvement is required in the quality of practice and services, that children and families receive, including early help.
- c) To hold partners to account for their contribution to the safety and protection of children, including children living in the area away from their home authority.

### 3. Responsibilities

- a) Overseeing the governance arrangements of IOWSCB to ensure it complies with its statutory responsibilities in accordance with the Children Act 2004 and the Local Safeguarding Children Board Regulations 2006.
- b) Producing an Annual Business Plan with clear priorities that will improve multi-agency professional practice with children and families.
- c) Produces an annual report that provides a rigorous and transparent assessment of the performance and effectiveness of local services that identifies areas of weakness and their causes, and evaluates and where necessary challenges the action being taken. This report will include lessons from management reviews, serious case reviews and child deaths.
- d) Agreeing the work plans for individual Subgroups, including the annual multi-agency audit plan which should set out how the understanding and application of thresholds will be monitored.
- e) Ensuring there is a local Learning and Improvement Framework in place and opportunities for learning are effective and properly engage all partners.
- f) Considering regular reports from the Learning Inquiry Group and the Child Death Overview Panel and ensuring recommendations are acted upon and lessons learnt embedded into improved practice.

- g) Agreeing and reviewing the local strategy and action plan in response to children missing and children at risk of sexual exploitation
- h) Using its scrutiny role and statutory powers to influence the priority setting across other strategic partnerships such as the Health and Wellbeing Board and the Children's Trusts
- i) Ensuring high quality policies and procedures are in place (as required by *Working Together 2015*) and that they are monitored and evaluated for their effectiveness and impact, and revised where improvements can be made.
- j) Scrutinising and challenging the arrangements agencies are required to have in place under Section 11 of the Children Act 2004.
- k) Ensuring high-quality multi-agency training is available and evaluating its effectiveness and impact on improving front-line practice and the experiences of children, families and carers.

#### **4. Accountability**

IOWSCB will report annually to Isle of Wight Council's Full Council meeting. In addition, the Independent Chair of the IOWSCB will present the Annual Report to the Health and Wellbeing Board, the Children's Trust, and the Police and Crime Commissioner for the Isle of Wight.

#### **5. Membership**

- Adult Services
- CAFCASS
- Isle of Wight Children's Services
- Isle of Wight Education Services
- Isle of Wight NHS Trust
- Designated Doctor
- Designated Nurse
- Hampshire Constabulary
- IOW Fire & Rescue Service
- Regulatory & Community Safety Service
- OPCC
- Isle of Wight Clinical Commissioning Group
- National Probation Service
- Hampshire and Isle of Wight Community Rehabilitation Company
- NHS England (Wessex Local Area Team)
- Primary School

- Public Health
- Secondary School
- Youth Offending Service
- Portsmouth Diocese

Up to two lay members who are representative of persons living on the Isle of Wight or have links to the Isle of Wight.

- Other organisations invited by IOWSCB to be members having regard to Section 13(4) of the Children Act 2004, as amended (Working Together 2015).
- The Lead Member for Children's Services as a participant observer.

## **6. Frequency of meetings**

The IOWSCB Board will meet as a minimum four times each year.

## **7. Quorum**

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

- Hampshire Constabulary
- Isle of Wight Council, Children's Services
- Isle of Wight Clinical Commissioning Group
- National Probation Service
- Hampshire and Isle of Wight Community Rehabilitation Company

## **8. Support from the Partnership Support team**

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



# TERMS OF REFERENCE

## Executive Subgroup

### 1. Purpose

To ensure that the Isle of Wight Safeguarding Children Board's (IOWSCB) main areas of focus are the current strategic priorities that impact on child protection and wider safeguarding activity including promoting the welfare of children on the IOW.

To provide leadership and direction for the IOWSCB, ensuring that the Business Plan and IOWSCB and CDOP Annual Reports are produced.

To respectfully hold each other to account for progress on Business Plan actions to ensure that deadlines are met, disseminating actions to individual partner organisations in the IOWSCB.

To propose and agree annual budget priorities to be ratified by the Board.

To strive to continuously improve performance against the priorities defined within the IOWSCB Business Plan, providing strategic direction and decision making.

### 1. Objectives and responsibilities

- a) The Executive will ensure that IOWSCB and their operational groups fulfill the statutory functions as laid out in Working Together 2015.
- b) To identify items requiring strategic intervention at Board level and operational issues that can be dealt with more appropriately through the Sub-Group.
- c) To act as a filter mechanism for the Board, identifying items to be escalated and resolved privately at the executive and reported to the Board.
- d) To receive and capture emerging good practice from National and Regional safeguarding guidance that can inform and influence the development of local safeguarding arrangements.
- e) To drive forward safeguarding business through a tasking system that maximises the specialist skills and experience of the Board members, and sub-groups.
- f) To receive papers and approve agenda items on behalf of the Board where appropriate.

### 2. Accountability and Decision Making

The Executive Group is accountable to the IOWSCB. The IOWSCB has delegated responsibility to the Executive Group to make decisions, and sign off documents, on behalf of the Board.

### **3. Membership**

The Executive Group shall be Chaired by the IoWSCB Independent Chair and populated by the Chairs of the following subgroups;

- Performance & Quality Assurance Group (PQA)
- Missing, Exploited and Trafficked Children Group (MET)
- Learning and Inquiries Group (LIG)
- Child Death Overview Panel (CDOP)
- Education Group
- Workforce Development Group
- Adult and Child Health Subgroup

The membership of the Executive Group shall at a minimum include Designated Senior Managers from the following statutory Safeguarding agencies:

- Children's Services
- Police
- Education
- Public Health
- Clinical Commissioning Group
- IoW NHS Trust

Representatives from the above agencies should share responsibility for chairing the named subgroups, and will therefore be a member of the Executive Group by default. If any of the named agencies above do not have representatives who Chair a subgroup, they shall provide a Designated Senior Manager to attend the Executive Group.

Nominated substitutes at a suitable strategic level must attend meetings when the named member is unable to do so.

### **4. Frequency of meetings**

Quarterly between IOWSCB meetings for two hours.

### **5. Quorum**

At least one member from each of the triumvirate services (IW Council, Hampshire Constabulary, NHS Trust).

### **6. Administrative Support**

The group is to be supported by Partnership Support Team who will:

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

# TERMS OF REFERENCE

## Missing Exploited & Trafficked Subgroup



### 1. Purpose

The purpose of the 4LSCB Strategic MET groups are to meet legislative requirements, government guidance and implement recognised best practise to improve the safety and outcomes for children in the following areas of risk:

- Child Sexual Exploitation (CSE)
- Child Trafficking and Modern Slavery
- Children who are missing

There are clear links between trafficked children, missing children and child sexual exploitation highlighted by a number of national publications since 2011.

### 2. Membership

- a) Members from partner organisations should be senior with a strategic role, and have the capacity to complete/commission work on behalf of the group within their own organisation.
- b) Members must be able to comment on the full range of their organisation's interests, and to report back to that organisation on discussion within the group.
- c) They should also be able to answer for their organisation's delivery of their commitments to the group's work.
- d) They should be able to contribute data and information to aid the identification of themes and trends in MET children.
- e) The group will include:
  - Children's Social Care
  - Local Safeguarding Children Board
  - Hampshire Constabulary
  - National Probation Service
  - Community Rehabilitation Company
  - Youth Offending Team
  - Education settings representative
  - Health - CCG and relevant providers
  - Public Health
  - Integrated Commissioning Unit
  - Housing Services
  - Community Safety Partnership
  - Licensing Team
  - Commissioned Voluntary organisations

- f) In order for meetings to be quorate, half the membership plus the chair or nominated deputy must be present.
- g) Representatives from the other partner agencies may be asked to join the group as needed if additional needs are identified or specialist advice is required.
- h) Membership will be reviewed annually by the Chair in consultation with the group.

### **3. Reporting and Accountability**

- a) The Chair and Deputy Chair will be appointed annually by the LSCB.
- b) The Chair will report to the LSCB via the Executive Group of the Board and to full LSCB meetings quarterly or upon request.

### **4. Frequency of Meetings, Attendance and Review**

- a) The group will meet quarterly.
- b) Administration and minutes for the group is the responsibility of the LSCB Partnership Support Team. Agendas and papers will be sent out one week before each meeting. Minutes and the action log will be sent out one week after each meeting.
- c) Terms of Reference to be reviewed annually by the 4 LSCB policies and procures group to ensure relevance and value of work undertaken in terms of reference.

### **5. Responsibilities**

- a) To provide clarity on how safeguarding is addressed within the specific priority areas of child sexual exploitation (CSE), the trafficking of children and agency responses to managing missing children.
- b) To ensure there is a local practice and procedure to provide an operational response to co-ordinate the work to reduce the exploitation of children including those at risk of trafficking and going missing.
- c) To have a clear understanding of the prevalence of MET children throughout the LSCB area and incorporate national and local learning into the group's action plan, and meeting agenda.
- d) To ensure that all practitioners and managers who work with or come into contact with children are trained and appropriately supported to identify children at risk of exploitation, trafficking or going missing and know how and where to report their concerns.
- e) To ensure that all local practice and procedure are managed in line with statutory

requirements.

- f) To co-ordinate training to raise awareness about the risk factors leading to MET issues, ensuring a focus on education settings and protective carers.
- g) To enable the voice of children, protective carers and professionals to input into this work and our responses.
- h) To develop and implement processes for the sharing of multi-agency intelligence information so that children at risk can be identified and action taken to manage risk.
- i) To produce tools and guidance for public, professionals, children and their protective carers on MET topics and provide continual assessment of relevance and gaps to encourage reporting of concerns.
- j) To quality assure responses to MET issues by:
  - Monitoring data to establish patterns of activity and risk
  - Undertaking practice audits and addressing any resulting need for change in procedures and practice.
  - Ensuring lessons learnt are disseminated and acted upon
  - Seeking performance reports on MET issues from local providers of key services



# TERMS OF REFERENCE

## Education and Schools Subgroup

### 1. Purpose

Facilitates communication across the education sector on their statutory safeguarding duties, the local safeguarding challenges and is responsible for disseminating learning from audits and serious case reviews. The group is led by Isle of Wight Council's School Improvement Manager (SIM). The group is pivotal in identifying strategic and practice issues from within the sector and making recommendations to the IOWSCB.

### 2. Objectives

- To protect children whilst in schools and other learning settings by providing a safe environment at all times
- To ensure that all staff in schools are aware and alert to issues of child protection and respond appropriately when concerns arise
- To ensure that joint working arrangements with other agencies are effective and that any problems in interagency working are raised with the IOWSCB
- To contribute to the monitoring and evaluation of Child Protection work/protection in schools
- To promote Child Protection and needs of protecting children in all learning settings, and identify learning needs for the work force

### 3. Responsibilities

- a) To monitor, report and raise all issues (identified in schools) about inter-agency working at IOWSCB
- b) To disseminate and champion best practice regarding Safeguarding in schools (from other areas)
- c) To promote partnership working as defined by Working Together 2015 in all schools
- d) Providing a mechanism to give schools a collective voice
  - Confidence
  - Engagement for all schools
- e) Feedback learning from Serious Case Reviews/audits in the school sector
- f) Ensure action plans for education are in place as an outcome of Serious Case Reviews
- g) To identify and discuss strategic issues being raised in educational settings and where required make recommendations to IOWSCB
- h) To ensure dissemination of information from IOWSCB, Serious Case Review findings and relevant guidelines as appropriate.

- i) Develop a work plan to carry out such work as requested by the Board's Business Plan.
- j) Report back to the IOWSCB on implementation of work plan.
- k) To ensure that educational settings are familiar with or linked to the work of the IOWSCB
- l) To feed back to the IOWSCB implications of their decisions and policies of the Board on safeguarding in schools.
- m) To provide a platform for the dissemination of best practice (in safeguarding) to schools and learning settings in the authority.
- n) To act as advisory group for education settings
- o) Monitor and review the impact of policy changes regarding safeguarding
- p) Oversee completions of section 175 audits on behalf of the board.
- q) Inform IOWSCB of training needs

#### **4. Accountability**

- a) Produce an annual work plan for the IOWSCB
- b) The Chair of this Group will be a member of the IOWSCB Executive Group and IOWSCB Board.
- c) The Chair will be agreed annually by the IOWSB Board.

#### **5. Membership**

- Primary and Secondary Head Teachers/representative from Special Schools sectors (or child protection leads)
- Local Authority representation including Head of SEN and Inclusion
- Education Welfare Officer
- Early Years Representatives
- Health
- Early Years Providers
- LADO, Isle of Wight Council
- IOWSCB Partnership Support Manager
- Post 16 – Isle of Wight College

#### **6. Quorum**

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

#### **7. Frequency of meetings**

The sub group will meet six times a year.

## **8. Support from the Partnership Support Team**

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



# TERMS OF REFERENCE

## Performance and Quality Assurance Subgroup

### 1. Purpose

To co-ordinate quality assurance and evaluate the effectiveness of what is done by IOWSCB partner agencies, individually and collectively to safeguard and promote the welfare of children. It has oversight of all multi agency and single agency audits, section 11 audits and analysis of performance data about safeguarding within relevant agencies on the Isle of Wight.

### 2. Objective

To provide evidenced assurance to the IOWSCB of regular and effective monitoring of multi-agency front-line practice to safeguard children and identifies where improvement is required in the quality of practice and services that children and families receive, including the effectiveness of early help. The PQA subgroup will use the South East Quality Assurance Framework to support the required assurance, structure and governance.

### 3. Responsibilities

- a) To implement an annual structured quality assurance programme that is compliant with current Ofsted inspection criteria and which can report back across key safeguarding areas identified by IOWSCB in order to assess the effectiveness of operational safeguarding on the Isle of Wight.
- b) To engage and seek the views / feedback from parents and children who have received safeguarding services for the purpose of evaluation, service development and practice improvement.
- c) To develop a multi-agency performance digest of key safeguarding indicators and provide analysis to IOWSCB
- d) To monitor, review and evaluate the provision and effectiveness of early help on the Isle of Wight and identify any gaps in services
- e) To ensure that diversity and ethnicity is considered in all the work undertaken around performance
- f) To ensure that all agencies are compliant with section 11 requirements

### 4. Accountability

- a) Provide regular analysis reports to the IOWSCB on the activity of the subgroup
- b) Creation and delivery of an annual audit plan reflecting findings from recent local and national serious case reviews, audits and inspections, and monitors the understanding and application of thresholds.
- c) Produce and deliver an annual work plan

- d) The Chair of this Group will be a member of the IOWSCB Executive Group and IOWSCB Board.
- e) The Chair will be agreed by the IOWSCB Board

## 5. Membership

Representatives will be provided by each statutory agency with suitable seniority to speak for their agency and be sufficiently able to hold their organisation to account. The named individual will need to exhibit the required knowledge and expertise in relation to safeguarding children and quality assurance to be able to contribute effectively to the work of the group. As a minimum the following agencies will nominate representatives:

- Isle of Wight Council – Children’s Services
- Isle of Wight Council – Education and Learning
- Hampshire Constabulary
- Isle of Wight Clinical Commissioning Group
- Hampshire Probation
- Isle of Wight NHS Trust
- Voluntary Sector

## 6. Frequency of meetings

The subgroup will meet at least quarterly.

## 7. Quorum

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

- Hampshire Constabulary
- Isle of Wight Council, Children’s Services
- Health (Isle of Wight Clinical Commissioning Group or NHS Trust)

## 8. Support from the Partnership Support Team

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

- f) Undertake reviews or data collection as a collective understanding of the national picture on topics and themes, government legislation and policy etc. on behalf of the sub group to enrich and improve local processes and procedures.



# TERMS OF REFERENCE

## Learning Inquiry Group

### 1. Purpose

To enable multi-agency learning to improve practice in relation to safeguarding children.

To support the IOWLSCB Independent Chair by making a recommendation regarding whether a case meets the criteria for a Serious Case Review (SCR), or another type of review as set out in Working Together to Safeguard Children 2015. This can include reviews of good practice.

The Learning Inquiry Group (LIG) will support the Independent Chair in commissioning and overseeing serious case reviews and other reviews of practice and recommending ways in which the learning and improvement from such reviews can be embedded into practice.

The LIG will develop guidance to support the undertaking of SCRs, Local Learning Inquiries (LLI) and other types of multi-agency reviews.

### 2. Objectives

To involve agencies, staff and families in a collective endeavor to reflect and learn from what has happened in order to improve practice in the future. This can include focusing on systems within and across agency practice where learning and good practice is identified.

### 3. Responsibilities

- a) To maintain the IOWLSCB learning and improvement framework.
- b) To provide an opportunity for a serious incident to be reviewed in a culture that is experienced as fair and just by all concerned.
- c) To recommend to the Independent Chair whether a case meets the criteria for a serious case review (SCR) and produce proposed terms of reference and review methodology for approval by the Independent Chair.
- d) For cases that do not meet the criteria for a SCR, but where the LIG feels there is relevant learning, to recommend an alternative case review (such as a LLI, Extended Learning Review (ELR), Multi-Agency Audit), producing the terms of reference and review methodology for approval by the Independent Chair.
- e) To take a flexible and proportionate approach to reviewing and learning from complex cases.
- f) To reflect on learning and themes arising from previous reviews when commissioning new reviews.

- g) To embed, when shared with the group, learning from other relevant external reviews including;
  - SCRs / other learning reviews led by other LSCBs
  - Safeguarding Adult Reviews Serious Further Offence Reviews
  - Domestic Homicide Reviews (DHRs)
  - MAPPA Reviews
- h) Supporting the commissioning of and overseeing all case reviews undertaken.
- i) To consider the most effective and proportionate ways of conducting reviews that highlight appreciative learning, and how to best disseminate good practice throughout agencies.
- j) Approval of the final draft of any case review, board and agency response, before presentation to the main board.
- k) To recommend how the learning from any case review should be disseminated across the partnership and made available to the public.
- l) To produce, action and monitor a multi-agency action plan for all case reviews.
- m) To identify any risk factors to the Independent Chair that may impact on publication of any final report, including the safety and welfare of children and vulnerable adults should a report be published.
- n) To recommend how the IOWLSCB should publish its response to any serious case review. If required co-ordinate the response.
- o) The premise on which the group operates will be that of challenge and transparency, with the concept of publication always in mind when commissioning a case review. This acknowledges the benefits of sharing learning through the direct engagement of front line practitioners and IOWLSCB's drive to hold itself publicly accountable.
- p) To have oversight of and ensure that case review panels fulfil their responsibilities. Including involving frontline staff and family members where appropriate.
- q) To commission work or action learning involving other subgroups of the Board relating to learning identifies by the review, for example, training.

#### **4. Definitions**

For the avoidance of doubt, the LIG will work to the following definitions, as outlined in Chapter 4 of Working Together 2015:

##### **Serious Case and Serious Case Reviews (SCRs)**

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.

Cases which meet one of the criteria (i.e. (a) and (b)(i) or (a) and (b)(ii)) must always trigger an SCR. (b)(i) includes cases where a child died by suspected suicide. Where a case is being considered under (b)(ii), unless there is definitive evidence that there are no concerns about inter-agency working, the LSCB must commission an SCR.

In addition, even if one of the above criteria is not met, 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. The same applies where a child dies who was detained under the Mental Health Act 1983 or where a child aged 16 or 17 was the subject of a deprivation of liberty order under the Mental Capacity Act 2005.

### **Serious Harm**

"Seriously harmed" includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life-threatening injury;
- Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred.

## **5. Accountability**

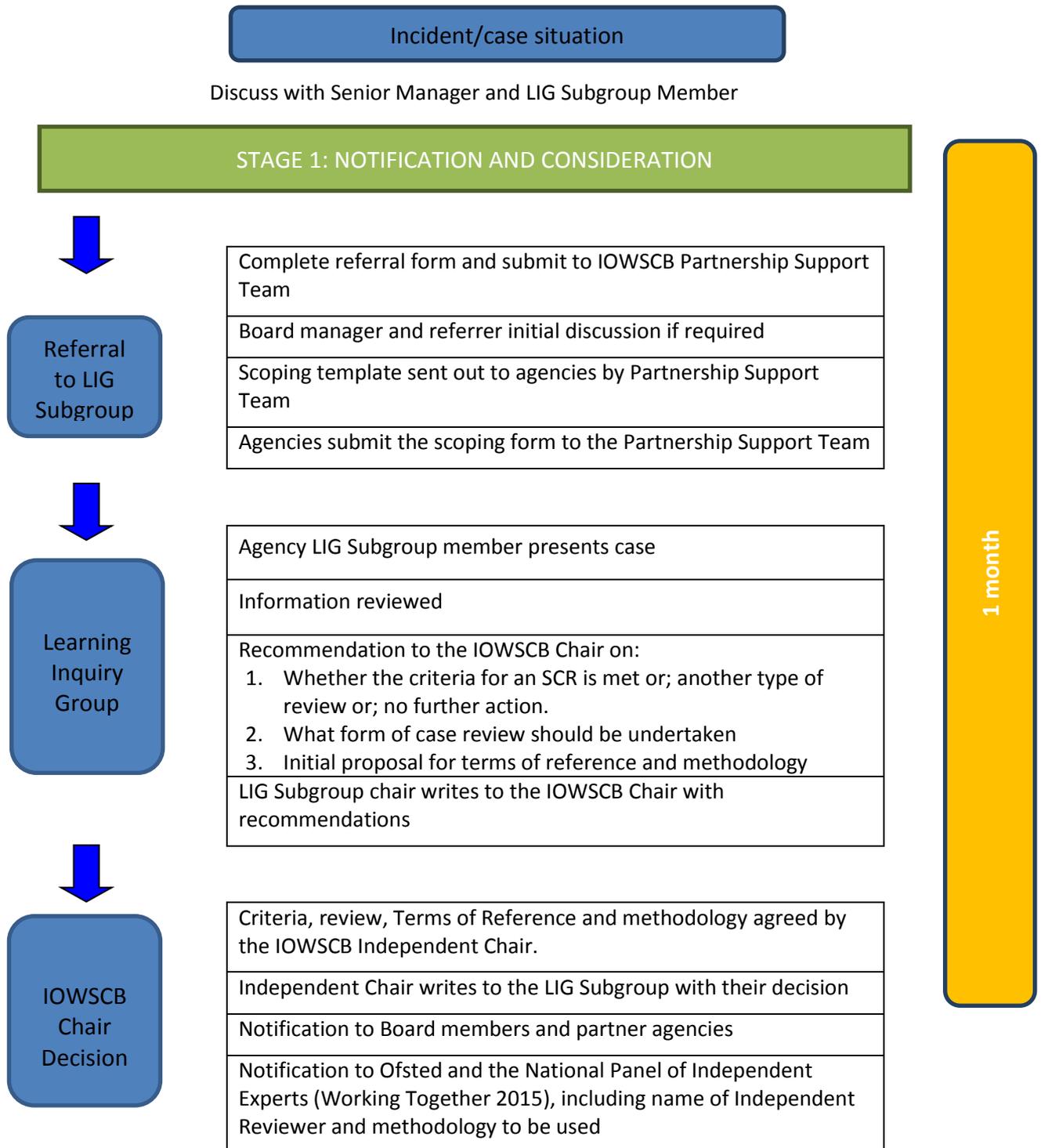
- a) The LIG will be directly accountable to the Board.
- b) Provide a quarterly report to the board on the activity of the subgroup.
- c) Members will be accountable to the IOWLSCB through their agency representative on the Board and Chair of the sub-group.
- d) Members will ensure that they are fully franchised to fulfil their role on the group by their agency.
- e) Members will contribute their knowledge, professional time and influence upon resources to ensure that the group functions effectively.

## **6. Membership**

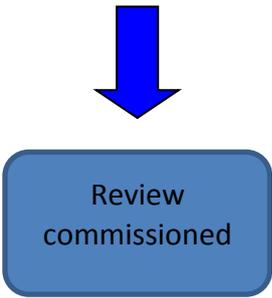
- a) Representation from each statutory agency and co-opted members.
- b) The Chair will be appointed by the IOWLSCB.

- c) The Vice-Chair will be appointed from within the committee.
- d) In the event that members are unable to attend it is expected that they nominate an appropriate substitute to represent their organisation and ensure they are sufficiently briefed to contribute to the discussion.

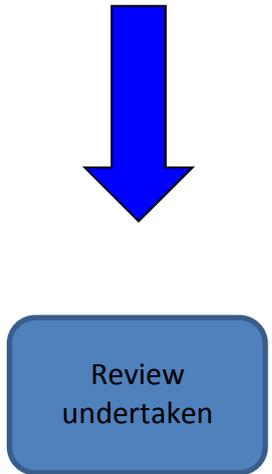
## Case Review Process



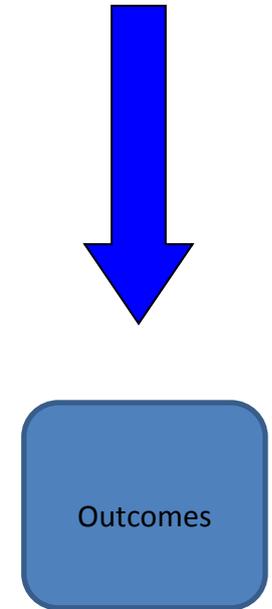
**STAGE 2: REVIEW**  
 Serious case review, multi-agency case review, other review of practice or no further action



LIG Subgroup firms up terms of reference, methodology, oversight arrangements
Panel members identified and agreed
Independent Reviewer formally commissioned
Family involvement considered
Board members and relevant partner agencies informed



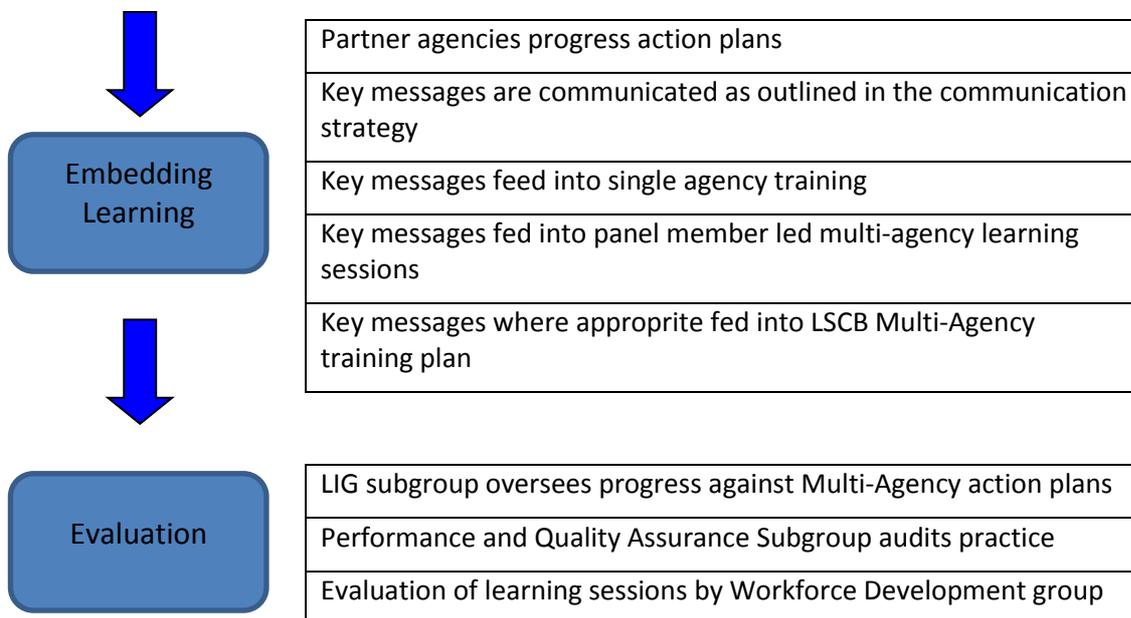
Information gathered (dependent on methodology)
Engagement with family and practitioners (dependent on methodology)
Oversight of the review process by the LIG Subgroup (dependent on methodology) via updates from panel members as standing item on LIG group meeting agendas. LIG Subgroups members should cascade information/questions to relevant managers in their organisation, so that any additional information/views are taken back via the LIG Subgroup meeting to the panel.
<u>All</u> early draft reports to be shared with panel members either via the scheduled panel meetings, or by email.
<u>All</u> potential final draft reports to be shared with LIG group members at scheduled LIG meetings, or if timing does not allow, via Email for consideration and comment before final report is completed.



Communication and media strategy agreed
Final report produced with findings and recommendations
Final report to be presented to LIG group by the report author before being sent to the Full Board for ratification. This is a final opportunity for LIG Subgroup members to raise any concerns/issues they have with the final report or its recommendations.
Final Report taken to the Full Board for ratification. This is a final opportunity for Board members to raise any concerns/issues they have with the final report or its recommendations.
Multi-agency and single agency action plans produced
Outcomes shared with the family and child/children
For SCRs – final copy of the report sent to National Panel and Ofsted at least one week prior to publication
SCR publication



**STAGE 3: LEARNING & IMPROVEMENT**  
(as outlined in the IOWSCB learning & improvement framework)



**7. Frequency of meetings**

Quarterly - unless agreed with the chair that there is insufficient business to warrant a meeting in which case with prior notice the meeting may be cancelled.

**8. Quorum**

The group will be quorate if half of its members are present and there is representation from the Local Authority, Police and health.

**9. Support from the Partnership Support Team**

- a. Send out the agenda and supporting papers at least one week in advance of the meeting.
- b. Produce and send out minutes and an action log to members no later than one week after the meeting being held.
- c. Maintain an up to date list of members and their contact details.
- d. Organise and provide administrative support for any task and finish groups commissioned, where required.
- e. To provide support and guidance, in order to develop and review local processes for undertaking a review.



# TERMS OF REFERENCE

## Child Death Overview Panel

### Introduction

These are the terms of reference that apply to the Isle of Wight Child Death Overview Panel (CDOP). The Isle of Wight CDOP was established in November 2015 and is a sub group of the Isle of Wight Safeguarding Children Board. The government requires each LSCB to carry out a review of all child deaths in their area, following the processes set out in *Working Together to Safeguard Children (2015)*

### 1. Purpose

Through a comprehensive and multidisciplinary review of child deaths, the Child Death Overview Panel (CDOP) aims to better understand how and why children on the Isle of Wight die and use the findings to prevent avoidable deaths.

In carrying out the activities below, the CDOP will meet the functions set out in *Working Together to Safeguard Children (2015) (Chapter 5)* in relation to the death of any children who are residents on the Isle of Wight. This includes, where possible, any child that is resident on the Isle of Wight but dies in another area / overseas.

(a) Collecting and analysing information about each death with a view to identifying:

- Cases that could have been avoided or prevented, and any resulting changed action or practice for partners in health and social care;
- Any case requiring a serious case review;
- Any matters of concern affecting the safety and welfare of children in the area;
- Any intervention or awareness raising from public health and / or public sector partners resulting from a particular death or from a pattern of deaths;
- Any potential lobbying or awareness raising on a local and / or national level.

(b) Ensuring procedures are in place to guarantee a coordinated response to an unexpected child death.

### 2. Objectives

#### Notification and data collection

The CDOP will seek to:

- Ensure that local procedures and protocols are developed, implemented and monitored, in line with the guidance in Working Together to Safeguard Children (2015) (Chapter 5) on enquiring into unexpected deaths.
- Ensure the accurate identification and consistent reporting of the cause and manner of every child death.
- Collect and collate an agreed minimum data set on all deaths of children resident on the Isle of Wight; where relevant, to seek appropriate information from professionals and family members. Ensure that these information gathering processes minimise distress to families.
- Co-operate with regional and national initiatives to identify lessons to be learnt on the prevention of unexpected child deaths.

### **Case level**

The CDOP will seek to:

- Evaluate specific cases in depth, and identify any issues of concern or lessons to be learnt.
- Where concerns of a criminal or child protection nature are identified: to ensure that the police, Coroner and Children's Social Care are aware and to inform them of any specific new information that may influence their inquiries; to notify the Chair of the IOWSCB 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 cases review.

### **Population level, prevention and advocacy**

The CDOP will seek to:

- Evaluate data on the deaths of all children normally resident in the local area, thereby identifying lessons to be learnt or issues of concern, with a particular focus on effective multi-agency working to safeguard and promote the welfare of children.
- Identify significant risk factors and trends in individual child deaths and in overall patterns of deaths in the local authority areas, 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.
- Identify any public health issues and consider with the Director of Public Health, and other professional agencies, on how best to address these and their implications for both the provision of services and for training.
- Identify and advocate for changes needed in legislation, policy and practices to promote child health and safety and to prevent child deaths.
- Increase public awareness and advocacy for the issues that affect the health and safety of children.

### **3. Service improvement**

The CDOP will seek 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.
- Monitor and review the support and assessment services offered to families of children who have died.
- Provide relevant information to those professionals involved with the child's family so that they, in turn, can convey this information in a sensitive and timely manner to the family.
- Identify and inform the IOWSCB Workforce Development Sub Group on the resources and areas where training may be required, and any lessons which need to be learnt, to ensure an effective multi-agency response to child deaths.

### **4. Scope**

The CDOP will gather and assess data on the deaths of all children from birth (excluding those babies who are stillborn) up to the age of 18 years old who are normally resident on the Isle of Wight. This will include neo-natal deaths, and expected and unexpected deaths in infants and older children. When a child who is normally resident in another area dies on the Isle of Wight, the Isle of Wight CDOP shall notify that death to the CDOP in the child's area of residence. Similarly, when a child normally resident on the Isle of Wight dies in another area, that CDOP should notify the Isle of Wight CDOP. 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. In both cases, an agreement should be made as to how the CDOPs will report to each other. Any calls received Out of Hours are managed by Hants Direct.

### **5. Panel Membership**

The CDOP will have a permanent core membership drawn from the key organisations represented on the IOWSCB. Other members may be co-opted to contribute to the discussion of certain types of death when they occur.

Core membership will consist of senior management representatives of the following:

- Isle of Wight CCG Designated Paediatrician for unexpected deaths in childhood (Chair)
- Isle of Wight Council Public Health Consultant
- Isle of Wight CCG Designated Nurse for safeguarding children
- Isle of Wight NHS Trust Ambulance Service representative
- Isle of Wight NHS Trust Midwifery representative

- Isle of Wight Council Education representative
- Isle of Wight Council Managers responsible for Children's Social Care
- Chair of the IOWSCB LIG
- Hampshire Constabulary representative (Deputy Chair)
- Isle of Wight Coroner's Office representative
- Public Health Senior Consultant

The IOWSCB Partnership Support Manager and CDOP Administrator will also attend the meetings.

The Deputy Chair shall be nominated from within the CDOP membership.

The Quorum for the meeting is the Chair or Deputy Chair and all of the following: Public Health, CCG, Designated Paediatrician, Children's Social Case, and Hampshire Constabulary.

If your presence is required for quoracy, it is your duty to send a substitute representative from your agency.

## **6. The role of each CDOP member:**

### **The Paediatrician will:**

- Provide the panel with information on the health of the child and other family members, including any general health issues, child development and services provided to the child or family
- Help the panel interpret medical information relating to the child's death including offering opinions on medical evidence, providing a medical explanation and interpretation of the circumstances surrounding a child's death
- Assist the panel with interpreting the autopsy findings and the results of medical investigations
- Advise the panel on medical issues including child injuries and the causes of child deaths, medical terminology, concepts and practices
- Provide feedback and support to medical practitioners involved in individual case management
- Present cases and concerns to the panel

### **The Public Health representatives will:**

- Provide the panel with information on epidemiological and health surveillance data
- Assist the panel in strategies for data collection and analysis
- Assist the panel in evaluating patterns and trends in relation to child deaths and in learning lessons for preventive work
- Assist the panel in the development of best multi-agency practice
- Inform the panel of public health initiatives to support child health

- Advise the panel on the development and implementation of public health prevention activities and programmes

**The Designated Nurse for safeguarding children will:**

- Help evaluate health issues relating to the circumstances of the child's death
- Advise the panel on nursing practices that may have had a bearing on the child's health or wellbeing
- Assist in developing appropriate preventive strategies
- Liaise with other nursing and allied health professionals across the Isle of Wight

**The Ambulance Service representative will:**

- Provide the panel with information on their response to the death
- Explain any protocols used by the Ambulance Service
- Provide feedback and support to Ambulance Service staff involved in responses to child deaths
- Liaise with other local authority services

**The Midwifery representative will:**

- Provide the panel with information relating to antenatal and perinatal care and support for the child and mother
- Advise the panel on issues around antenatal and perinatal care
- Help evaluate perinatal deaths
- Advise the panel on any preventive strategies involving antenatal care or support
- Provide feedback and support to Midwifery staff involved in individual case management
- Liaise with other local authority services

**The Education representative will:**

- Provide the panel with information on any school involvement with the child and their family, including any child protection concerns
- Help the panel to evaluate issues relating to the school environment and circumstances surrounding the death
- Be a point of contact for schools
- Provide feedback and support to schools and other local authority education staff involved in individual case management
- Liaise with other local authority services

**The Children's Social Care representative will:**

- Provide the panel with information on any social care involvement with the child and their family, including any child protection concerns
- Help the panel to evaluate issues relating to the family and social environment and circumstances surrounding the death

- Advise the panel on children's rights and welfare, and on appropriate legislation and guidance relating to children
- Identify cases that may require a further child protection investigation, or a serious case review
- Provide feedback and support to social workers and other local authority staff involved in individual case management
- Liaise with other local authority services

**The Chair of the IOWSCB Learning Inquiry Group will:**

- Provide the panel with information on the progress of any serious case review which is investigating a child death
- Keep the IOWSCB and partner agencies informed of CDOP's work, via a report to the IOWSCB and/or its Executive
- Keep the IOWSCB Learning Inquiry Group updated on CDOP's work

**The Hampshire Constabulary representative will:**

- Provide the panel with information on the status of any criminal investigation
- Provide the panel with information on the criminal histories of family members and suspects
- Identify cases that may require a further police investigation
- Provide the panel with expertise on law enforcement practices, including investigations, interviews and evidence collection
- Help the panel evaluate any issues of public risk arising out of the review of a child's death
- Provide feedback and support to police officers involved in individual case management
- Liaise with other police departments and the Crown Prosecution Service

**The Coroner's Office representative will:**

- Provide the panel with information on the Coroner's involvement in the case
- Provide the panel with expertise on the powers of the Coroner, including investigations, post-mortem examinations, retention of tissues and organs, inquests, and determinations and findings.
- Liaise with other local authority services

## **7. Single Point of Contact**

The Isle of Wight CDOP named administrator for CDOP will be the Single Point of Contact (SPOC) to be informed of all child deaths in the IOWSCB area, regardless of whether the child is resident in the area. The email address [LSCB@iow.gcsx.gov.uk](mailto:LSCB@iow.gcsx.gov.uk) should be used rather than individual email addresses.

## **8. IOWSCB Partnership Support Manager and CDOP Administrator**

The IOWSCB Partnership Support Manager will coordinate the work of the CDOP. They will:

- Prepare information on cases to be reviewed and, with the Chair, agree cases for in depth review
- Ensure that new members receive orientation on the Isle of Wight CDOP before their first meeting
- Assist in the compilation of the annual report
- Assist the IOWSCB in ensuring senior management in relevant agencies are aware of their roles and responsibilities in relation to Working Together to Safeguard Children (2015) (Chapter 5), discussing any problems with the Chair as they arise
- Facilitate the establishment of structures to support the CDOP as outlined in Working Together to Safeguard Children (2015) (Chapter 5)
- Support the Chair by providing information as required
- Ensure that effective cover is in place for absence

The CDOP Administrator will provide all aspects of administrative support. They will:

- Ensure the effective running of the notification, data collection and storage systems.
- Determine meeting dates and send invitations to CDOP members
- Prepare and circulate papers for distribution before each meeting and take and circulate minutes
- Assist in the compilation of the annual report
- Liaise as necessary with all relevant agencies and other local authorities to ensure smooth running of the notification system and CDOP operation
- Liaise with other local authorities through individual SPOCs / Administrators
- Support the Chair by providing information as required

## **9. The role of the CDOP Chair**

The Chair of the CDOP will:

- Chair the CDOP meetings, encouraging all panel members to participate appropriately
- Complete and submit an annual report to the IOWSCB
- Maintain a focus on preventive work
- Ensure that panel members are clear about their role, and facilitating resolution of agency disputes
- Escalate issues of non-attendance
- Keep the IOWSCB and partner agencies informed of CDOP's work, via the IOWSCB Learning Inquiry Group Chair's report to the IOWSCB and/or its Executive
- Ensure that all statutory requirements are met

## 10. Meetings

CDOP will meet quarterly throughout the year.

Agencies are responsible for providing comprehensive information on the circumstances of each child death.

The panel will review the information in order to meet the objectives above.

CDOP meetings can be cancelled, with a minimum of 24 hours' notice, if there are no cases ready to discuss. The Chair must be in agreement.

The TORs will be reviewed annually by the CDOP as part of the annual review process.

### **Confidentiality and Information Sharing**

Information discussed at CDOP meetings will not be anonymised prior to the meeting. It is therefore essential that all panel 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 2015 and is bound by legislation on data protection.

Any ad-hoc or co-opted members and observers will be reminded of the confidential nature of the discussions and information available to CDOP meetings before they attend.

At each meeting of the CDOP, all participants will be required to sign an attendance sheet. It will include a confidentiality statement, which will include a reminder of the need to maintain confidentiality.

Attendance at the meeting, and agreement to maintain confidentiality, will be recorded in the minutes.

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

### **Accountability and Reporting Arrangements**

The CDOP is accountable to the IOWSCB.

The CDOP is responsible for developing its work plan, which should be approved by the IOWSCB.

The CDOP will prepare an annual report for the IOWSCB. The IOWSCB is responsible for publishing relevant, anonymised information.

The IOWSCB takes responsibility for disseminating the lessons to be learnt to all relevant agencies, ensuring that relevant findings inform the Children and Young People's Plan and acting on any recommendations to improve policy, professional practice and multi-agency working to safeguard and promote the welfare of children.

The IOWSCB will supply data regularly on every child death as required, e.g. for the Department for Education.

### **Conflict Resolution**

The CDOP chair should encourage panel members to form a consensus in their assessment and analysis of child deaths, if necessary by taking up issues outside the panel meeting. However, where a consensus is not agreed, the Chair's decision is final.



# TERMS OF REFERENCE

## Workforce Development Subgroup

### 1. Purpose

The purpose of the Workforce Development Subgroup is to co-ordinate, promote, quality assure and evaluate training and development opportunities for the children's workforce on behalf of IOWSCB.

### 2. Objectives

To produce a training policy and multi-agency training plan aligned to the IOWSCB business plan and reflecting the recommendations arising from inspections, audits and serious case reviews.

To monitor and evaluate the effectiveness of training, including multi-agency training, on frontline practice in safeguarding and promoting the welfare of children.

### 3. Responsibilities

- a) To contribute to progressing actions outlined in the IOWSCB business plan.
- b) Maintain, review and monitor the use of and compliance with the IOWSCB training policy on a bi-annual basis or when required following new or revised legislation, statutory guidance or practice guidance.
- c) Identify multi-agency workforce training and development needs, by undertaking an annual training needs analysis.
- d) Recommend a programme of multi-agency learning and development to IOWSCB to meet the identified needs.
- e) Commission training and learning opportunities from appropriate providers to support the implementation of the multi-agency learning and development programme.
- f) Pursue joint commissioning of learning with Hampshire LSCB and IOWSAB where appropriate.
- g) Identify what needs cannot be met and assess any potential risks involved, report these to IOWSCB and make relevant recommendations.
- h) Evaluate the impact of learning opportunities delivered across the partnership in improving outcomes for children.
- i) Recommend how learning from serious case reviews, audits and other reviews of practice be disseminated across the local workforce.

### 4. Accountability

- a) Provide reports to IOWSCB on training needs, issues relating to the provision and quality of training programmes and evaluation of impact

- b) To challenge the quality and range of safeguarding training provided by organisations through the Section 11 audits and other audits of safeguarding training undertaken by IOWSCB.

## **5. Membership**

The sub group will have as a minimum membership the following:

- LSCB Partnership Support Manager
- Children's Social Care
- Clinical Commissioning Group
- Workforce Development (Children's Services, early years, schools, corporate, adults)
- Police
- Education sector
- Public health
- Voluntary sector
- YOT
- Probation (NPS and CRC)

To ensure multi-agency support and engagement, the Chair and Vice Chair should be representatives from different agencies. The IOWSCB will agree the Chair on an annual basis.

## **6. Frequency of meetings**

The sub group will meet at least four times each year.

## **7. Quorum**

The sub group will be quorate when at least half of its members are present, including the Chair or the Vice Chair.

## **8. Support from Partnership Support Team**

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

## 9. Joint working with Hampshire LSCB

Hampshire and Isle of Wight LSCBs are committed to strategic engagement across to the two areas. This will support the development of the wider children's workforce and strengthen the children's services partnership between the two local authorities. The two groups will work collaboratively through joint strategic meetings to:

- Enable an ongoing, joined up approach to the strategic commissioning of training where appropriate.
- Share outcomes from training needs analysis and course evaluations
- Provide a forum to learn lessons from serious case reviews, inspections and multi-agency audits, share ideas and offer positive challenge to each other
- Evaluate and update the training policy that both areas have adopted.



## IOW Adult and Child Health Subgroup



### Terms of Reference

#### Purpose

The overarching purpose of the group is to safeguard and promote the welfare of children and adults across the Isle of Wight health economy in line with the statutory duty under the Adult Care Act (2014) and Section 11 of the Children Act (2004).

The Health Subgroup has been established to enable health representatives, including NHS E Wessex, Clinical Commissioning Group (CCG), Public Health and the NHS Trust, Primary Care, CAMHS, Health Watch, IOW Prison, and IOWSCB and SAB members to meet together in order to fulfil their responsibilities to keep adults and children safe across the IOW.

#### Key Functions & Responsibilities

- To provide a forum for open and honest strategic discussion of child/adult protection and safeguarding in health services across the Isle of Wight and to provide a common health voice at IOW SCB and SAB.
- To consider LSCB/SAB decisions and recommendations relating to health services and to assure both Boards that they are implemented through a co-ordinated health response.
- To ensure that those responsible at a senior level for safeguarding children on the Isle of Wight health services are linked into both Boards.
- To authorise decisions of the Board (e.g. approval of policies and procedures).
- To ensure that there is appropriate discussion and dissemination of lessons emerging from case reviews, audits and best practice.
- To monitor progress in health on behalf of LSCB/SAB actions in relation to inspections, case reviews and audits.
- To review local, regional and national guidance relevant to health services in relation to child and adult protection and safeguarding and to make recommendations as appropriate.
- To identify and address concerns in relation to the delivery of services and/or interagency working within the health economy.
- To contribute to the monitoring and evaluation of child and adult protection arrangements in health settings, escalating risks to the Board
- To provide the health contribution to the IOW SCB and SAB Annual Reports.
- To receive reports from other IOW SCB and SAB Subgroups (e.g. CDOP) to enable the group to fulfil its responsibilities on behalf of both Boards.
- To read papers prior to the meeting (these will be kept to a minimum)
- To develop and deliver an agreed work programme that reflects the priorities relating to health of the HSAB business plan and be responsible for its delivery.
- To request brief bullet point reports from members and others that may assist the Health Safeguarding sub-Group in fulfilling its responsibilities and working to develop consistent approaches. (There will not be a requirement for lengthy reports.)

### **Membership**

- NHS England (Wessex)
- IOW CCG
- IOW NHS Trust
- Public Health
- Health watch
- GP Rep
- Prison Healthcare
- CAMHS
- Adult Mental Health
- Other agencies may be co-opted as required (e.g. Dental, Pharmacy, Ophthalmology, and Private Hospital).

Agency leads are expected to attend all scheduled meetings. Deputies may attend under exceptional circumstances and this should be no more than two meetings per year. The Chair will deem the meeting not quorate if less than two thirds of the Board Membership is present.

### **Accountability**

- To be a formal sub-group of the IOW SCB and SAB.
- To be represented on the Boards through agreed health representation.
- The group will act on behalf of both boards and is empowered to make decisions where this is consistent with the achievement of objectives within these business plans.
- The health trust and other agencies retain responsibility for meeting their own relevant statutory duties and responsibilities.
- To work jointly with both boards where possible in safeguarding adults and children through joint working.

### **Administration Arrangements**

- The group will meet on a quarterly basis.
- Administration of the group will be undertaken by LSCB and SAB Admin staff alternately
- The IOW Partnership Support teams will support the Chair in developing agendas, which will be circulated one week in advance of the meeting.
- The IOW Partnership Support Teams will provide draft minutes to the Chair within two weeks of the meeting taking place.
- Membership of the group and its terms of reference will be reviewed at least annually.



## TERMS OF REFERENCE

### 4LSCB Procedures Group

#### 1. Purpose:

The purpose of the Group is to:

- Coordinate and provide consistency in policies and procedures across Hampshire, Isle of Wight, Portsmouth and Southampton
- Ensure the 4 LSCB procedures and policies are up-to-date and in-line with changing legislation and statutory guidance
- Consider recommendations from the 4 LSCB's regarding development and updates of policies and procedures following learning from case reviews, audits and other LSCB's activities.

#### 2. Responsibilities:

- a) To lead the continued development of existing procedures to ensure in line with current legislation and statutory guidance, local learning and developments.
- b) To coordinate developing new or revised policies and procedures prior to formal agreement from the 4 LSCBs.
- c) To consult with relevant LSCB members during the development of policy and procedure.
- d) To recommend draft changes or new policy to each LSCB.
- e) To recommend and help to coordinate how changes to procedures/policies should be disseminated.
- f) To act as the Editorial Group for, and to maintain and update the 4LSCB procedures website.

#### 3. Membership

- LSCB Business Managers/ Business Coordinators
- Representatives for board member agencies, from the 4 LSCB's including:
  - Hampshire Constabulary
  - Health

- Children's Services
- Education
- Additional group members will be determined according to the focus of the policy/procedure being developed.

#### **4. Process for Meetings**

- Chairing of the meeting will rotate between LSCB Managers
- Administration of the meetings (in terms of minute taking) will rotate with the chair
- Meetings will take place in either Southampton or Portsmouth.

#### **5. Process for agreeing new or revised policies and procedures:**

One or more LSCB or partner agency can make a recommendation to update or develop a policy or procedure. To enable consistency of approach across the area, the 4LSCB procedures group will then progress and develop as necessary. Draft or revised policies and procedures will then be taken to the 4 separate Boards for consideration and approval.

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

Quarterly for 3 hours.