



ISLE OF WIGHT SAFEGUARDING CHILDREN PARTNERSHIP

Member Responsibilities

Date reviewed

11 September 2019

Date agreed

Next review date

1. Isle of Wight Safeguarding Children Partnership

The Isle of Wight Safeguarding Children Partnership (IOWSCP) is established in accordance with the Children and Social Work Act 2017 (the Act) and Working Together to Safeguard Children 2018 statutory guidance. The IOWSCP provides the safeguarding arrangements under which the safeguarding partners and relevant agencies work together to coordinate their safeguarding services, identify and respond to the needs of children in Isle of Wight, commission and publish local child safeguarding practice reviews and provide scrutiny to ensure the effectiveness of the arrangements.

More information including governance and accountability of the IOWSCP can be found in the IOWSCP New Arrangements document published on the IOWSCP website.

This document sets out the responsibilities and expectations of the members of the IOWSCP Main Board and its supporting groups.

2. IOWSCP Scrutiny of Membership

- a) All IOWSCP members should have a current satisfactory DBS check subject to their organisations' policy. It is expected 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 IOWSCP.
- b) Information arising from such checks is confidential; except that the Independent Chair of the IOWSCP will be alerted to the identity of individuals whose checks have indicated that they may not be suitable to be a member of IOWSCP. 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 IOWSCP member misses two consecutive meetings without sending apologies, then the Independent Chair, on behalf of the IOWSCP, 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 IOWSCP meetings will be reported at least annually as part of publishing the IOWSCP Annual Report.
- f) All IOWSCP members will meet with the Chair on an annual basis outside of formal Board meetings.

3. Legal Support

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

4. Equality and Diversity

The IOWSCP expects all its members and staff to:

- a) Treat everyone fairly and equally.
- b) Value differences in others and the contribution they make.
- c) Treat everyone with politeness, courtesy and respect.
- d) Behave at all times with integrity, honesty and openness.

- e) Be aware of how your behavior impacts on others and change it if it is likely to cause offence or has caused offence.
- f) Only put in writing what you would be prepared to say in person.
- g) Challenge inappropriate behavior constructively and bring unfair treatment you have witnessed or strongly suspect to the attention of relevant persons or managers.
- h) Offer appropriate support to colleagues where possible.
- i) Cooperate with investigations into allegations made and maintain confidentiality.

5. Responsibilities of IOWSCP Members

- a. Members of the IOWSCP are expected to:
 - Contribute to the effective working of the IOWSCP in promoting high standards of safeguarding work and fostering a culture of learning and continuous improvement.
 - 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.
 - Represent their organisation on the IOWSCP, speaking with authority for that organisation, and committing the organisation on policy and practice matters.
 - Represent the IOWSCP within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children.
 - Be responsible for ensuring their organisation makes a proportionate financial and resource contribution to the IOWSCP and the audit and scrutiny activity of any groups.
 - Be an objective member in undertaking scrutiny of the performance of the IOWSCP and the services provided by all organisations. This should take precedence over their role as their organisation's representative.
 - Be an active and influential participant in informing and planning services for children and families to influence the priority setting of other strategic partnerships such as the Health and Wellbeing Board and the Children's Trust
 - Support access to the multi-agency training made available through the IOWSCP for staff in their organisation.
 - Work to the agreed terms of reference for the Board and its groups where they are members, including the explicit lines of reporting and communication.
- b. 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 IOWSCP meetings.
- c. Upon taking up membership a member will be expected to confirm an acceptance of the roles and responsibilities as set out in this document.
- d. Members will meet bi-annually with the Independent Chair to review their performance.
- e. Members of statutory bodies will be expected to confirm annually to the IOWSCP Board the compliance of their organisation with their statutory duty through an annual return, reviewed action plan, or presentation to the Board.
- f. 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.

6. Data Protection, Confidentiality and Freedom of Information

- a. Members will ensure that their relevant Data Protection and GDPR policies and procedures cover their involvement in the activities of the IOWSCP.
- b. 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 IOWSCP and will continue after the individual is no longer a member, or following the IOWSCP's dissolution.
- c. 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 group members and any person who comes into possession of confidential information in their dealings with IOWSCP.
- d. Members of the IOWSCP will make appropriate arrangements to ensure that the provisions of the Freedom of Information Act 2000 are properly complied with.

7. Information Sharing

- a. Effective sharing of information between professionals and local agencies is essential for effective service provision. The IOWSCP 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.
- b. The IOWSCP 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)¹. 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. IOWSCP will be mindful of the burden of requests and should explain why the information is needed
- c. IOWSCP subscribes to and upholds the following principles in relation to information sharing:
 - i.i 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.
 - i.ii 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.
 - i.iii Seeking advice if in any doubt, without disclosing the identity of the person where possible.
 - i.iv Sharing, with consent where appropriate, and where possible, respecting the wishes of those who do not consent to share confidential information.
 - i.v Basing information sharing decisions on considerations of the safety and well-being of the person who may be affected.
 - i.vi 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

¹ <http://www.legislation.gov.uk/ukpga/2010/26/section/8>

- Shared in a timely fashion
 - Shared securely.
- i.vii Keeping a record of the decision and the reasons for it - whether it is to share information or not.

8. Finance and Support

- a. The Safeguarding Partners will confirm which Relevant Agencies will make proportionate financial and resource contributions to the Board and the audit and scrutiny activity of the groups.
- b. To support the work of the IOWSCP, a Partnership Team will be maintained and funded by proportionate contributions from the statutory partners and other partner agencies.
- c. No later than December in each year, IOWSCP will draft a budget for the forthcoming financial year.
- d. The Safeguarding Partners and specified Relevant Agencies will contribute to the budgeted cost of the IOWSCP in proportions to be agreed each year by the Business Group.
- e. 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.
- f. Where the budgeted amount exceeds the actual cost, the difference will be carried forward to put towards expenditure for the following year.