



Bath & North East Somerset  
Local Safeguarding Children Board

## **Terms of Reference**

### **1. Purpose:**

1.1 The purpose of the Local Safeguarding Children Board (LSCB) is to monitor and coordinate the activities of member agencies to safeguard and promote the welfare of children and young people in Bath and North East Somerset.

1.2 The LSCB is the key mechanism for agreeing how the relevant organisations in the Local Authority area will co-operate to safeguard and promote the welfare of children in Bath and North East Somerset and for ensuring the effectiveness of what they do.

1.3 Established in accordance with the Children Act 2004 and Working Together to Safeguard Children 2015, the work of the LSCB contributes to the wider goals of improving the welfare of all children, with a particular focus on the aspects of the Staying Safe outcome. Working in association with the wider children's trust governance arrangements, its role is to ensure the effectiveness of the arrangements made by individual agencies and the wider partnership for safeguarding and promoting the welfare of children.

### **2. Scope and Remit**

2.1 The Scope of the Local Safeguarding Children Board role is based upon 3 broad areas of activity:

- Activity that affects all children and which aims to prevent maltreatment, or impairment of health or development, and to ensure that children are growing up in circumstances consistent with safe and effective care.

- Proactive work that aims to target particular groups of children and young people who may be vulnerable or in need.
- Reactive work to protect children who are suffering who are at risk of suffering maltreatment.

2.2 The remit of the Local Safeguarding Children Board will cover the 5 aims within the Staying Safe outcome, namely that children and young people will be:

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti social behaviour in and out of school
- Secure, have stability and be cared for

2.3 The core responsibility of the LSCB is protecting children from harm and so within these aims it will give priority to ensuring the adequacy of arrangements for keeping children safe from maltreatment, neglect, violence and sexual exploitation.

2.4 To carry out core functions as set out in Working Together to Safeguard Children in respect of :-

- Policies and procedures
- Communication and raising awareness of the safeguarding agenda.
- Monitoring and evaluation
- Participating in planning and commissioning
- Serious Case Reviews
- Child Death Reviews

### **3. Aims**

3.1 The Local Safeguarding Children Board will focus on children and young people who are suffering or likely to suffer significant harm and on safeguarding and promoting the welfare of these children. In doing so, the Board will promote activities that protect children and young people from actual significant harm and the continuing risk of harm.

3.2 The Local Safeguarding Children Board will work to raise awareness within the wider community, taking into account differing backgrounds and needs, and among statutory, voluntary and independent agencies, about how everybody can contribute to safeguarding children and promoting their welfare.

### **4. Core Objectives of the LSCB.**

- To co-ordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the

welfare of children living in, attending school, or visiting Bath and North East Somerset.

- To ensure the effectiveness of what is done by each such person or body for that purpose.

## **5. Overall Objectives**

- To develop and agree local policies and procedures for inter agency work to safeguard children within a framework provided by Working Together to Safeguard Children.
- To audit and evaluate how well local services work together to safeguard children. To ensure that any actions arising from inspections of safeguarding services are effectively implemented and that their impact is evaluated and evidenced.
- To put into practice objectives and performance indicators for safeguarding children, within the framework and objectives set out in the Children and Young People's Plan, and ensure that the Plan takes into account priorities promoted by LSCB Annual Report and Work Programme.
- To encourage and help develop effective working relationships between different Services and professional groups, parents, carers and young people based on trust and mutual understanding.
- To ensure that there is a level of agreement and understanding across agencies about operational definitions and thresholds for intervention.
- To improve local ways of working in the light of knowledge gained through national and local experience and research, and to make sure that any lessons learnt or shared, are understood and acted upon.
- To help improve the quality of safeguarding children work and inter agency working through specifying needs for inter agency training and development, and ensuring that the training is delivered and evaluated. Further, that this training informs better practice and improves outcomes for children and young people.
- To raise awareness within the wider community of the need to safeguard children and promote their welfare, and to explain how the wider community can contribute to these objectives.
- To make sure that any lessons learnt from case reviews are understood and acted upon: to communicate clearly to individual

Services and professional groups their shared responsibility for safeguarding children, and to explain how each can contribute.

- To ensure that the Board meets its duties in respect of child death review arrangements through collaboration with neighbouring LSCBs and the establishment of the West of England Child Death Review Panel.

## **6. Accountability and Reporting**

6.1 As a multi-agency partnership, each of the agencies subject to the duty to cooperate with the LSCB is responsible for the effectiveness of the LSCB. The relationship between the LSCB, the Health and Wellbeing Board and the Children's Trust Board, is therefore one of mutual challenge and holding to account. It should not be or perceived to be, one of linear accountability.

6.2 The LSCB will be chaired by an Independent Person. The Chair of the LSCB will be a member of the Children's Trust Board and hold the Board to account on matters of safeguarding in all its activities. The Independent Chair is held accountable by the Chief Executive of the Local Authority. There will be a nominated deputy Chair.

6.3 The LSCB will have a clear and distinct identity within the Children's Trust Board arrangements, and is not therefore an operational sub-committee of the Children's Trust Board. The dual accountability for safeguarding is detailed in the Children's Trust Board's Terms of Reference.

6.4 The LSCB will provide six monthly reports to the Children's Trust Board, and annual reports to the Health and Wellbeing Partnership Board, and receive six monthly reports from the Children's Trust Board. The Chair of the Local Safeguarding Children Board will prepare reports on the effectiveness of the arrangements for the LSCB in Bath and North East Somerset to the Council's Early Years, Children and Young People Scrutiny Panel and the Lead Member for Children's Services.

6.5 The principal assessment of the effectiveness of the LSCB should be through the Annual Report. Both the quality of the report and its assessment of effectiveness are significant indicators but should be subject to scrutiny and challenge. An annual Scrutiny Panel will be held made up of Chief Executives of key agencies, the Chairs of the Health and Wellbeing Board and the Children's Trust Board and including the lead Local Authority Member for Children. This Panel should convene to receive the Annual Report and to present challenges to the Chair regarding the effectiveness of the LSCB.

6.6 The LA Chief Executive should coordinate a 360 degree appraisal of the performance of the Independent Chair. Contributors to this process should include all representative members of the LSCB. The appraisal

should include a commentary from the Chair of the Scrutiny Panel. The process is completed at a meeting between the Independent Chair and LA Chief Executive at which performance and development goals are set for the following 12 months.

6.7 Whilst the LSCB has a role in coordinating and ensuring the effectiveness of local individuals' and organisations' work to safeguard and promote the welfare of children, it is not accountable for their operational work. Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. The LSCB does not have a power to direct other organisations. The Board will however challenge member agencies about performance and their contributions to safeguarding children whenever appropriate.

6.8 In carrying out its monitoring and evaluation functions the LSCB will advise Board partners on ways to improve. Where there are concerns about the work of partners and these cannot be addressed locally, the LSCB will raise these concerns with the individuals and organisations that need to be aware of the failing and may be able to take action. For example, to the most senior individual(s) in the partner organisation, to the relevant inspectorate, and if necessary to the relevant Government Department.

## **7. Local Safeguarding Children Board Meetings**

7.1 The Local Safeguarding Children Board will meet in March, June, September and December each year.

7.2 The Board will be supported by the Council's Democratic Services Administrator. The Agenda and papers for each meeting will be distributed seven days in advance of that meeting to the core members (for action) and the associate members (for information). The notes and action plan from each meeting will be distributed within fourteen days of the meeting to both core and associate members, and for information to the Lead Member for Children's Services. The final approved version of the minutes will be included on the LSCB website

7.3 All core members (and associate members when attending) will ensure that they are fully prepared for each meeting, complete action as designated, and submit any written reports for meetings to the Chair twelve days prior to that meeting. Any nominated substitutes will be similarly prepared and have full delegated authority.

7.4 All members will be asked to make any declarations of interest at the beginning of each meeting.

7.5 All core member agencies must be represented at every LSCB meeting. In exceptional circumstances the Chair can decide to proceed with a minimum attendance of 75%, and this must include representatives

from B&NES Council Children's Social Care, the Police and Banes NHS CCG.

7.6 The Local Safeguarding Children Board will develop, implement and evaluate an Annual Report that will incorporate the annual work programmes.

7.7 The Board will convene at least one Annual Stakeholders Forum and an Annual LSCB Development Day. All core members will attend these days. These will be used to review the work of the LSCB and to develop the Annual Report and Work Programmes. The Annual Report will be presented to the Chair of the Children's Trust Board: the Chair of the Health and Wellbeing Board: the Lead Member for Children's Services: the Scrutiny Panel: the Chief Executive of the Council: the Chief Executive of the NHS Clinical Commissioning Group and the Police and Crime Commissioner.

## **8. Membership of the LSCB**

8.1 The core members of the LSCB will be those who are designated as statutory members under Section 13 (3) of the Children Act 2004, namely:-

The Council (Children's Services): The Police: The Probation Service: The Youth Offending Team: NHS England: Adults and Children's Health Service providers: Banes NHS CCG: Royal United Hospital NHS Foundation Trust: Avon and Wiltshire Mental Health Partnership NHS Trust: CAF/CASS (Children and Family Courts Advisory and Support Service): Oxford Health NHS Foundation Trust: CAMHS: Sirona Care and Health.

Other core members will be:- representatives of local primary schools and secondary schools, national Voluntary Organisations with experience in this area of work (Barnardos), the local Voluntary Services Network, representatives from housing providers and a Designated Doctor and Designated Nurse who will provide appropriate expertise and advice to the Board. The Lead Member for Children's Service is a participating observer. Lay Members will also be appointed to the Board.

8.2 All core members will be represented at each Board Meeting.

8.3 All core members will be nominated in writing by the Chief Officer of their organisation or the Chair of their Partnership Representative body. The Chief Officer/Chair will ensure that their nominated member has the requisite skills, expertise and capacity to carry out their roles and responsibilities as core members of the Board.

8.4 All core members and associate members of the LSCB have been provided with a written statement of their roles and responsibilities, and their organisation has confirmed that they are able to:-

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account (in matters of safeguarding children)

8.5 Individual members of the LSCB will carry out their duties in accordance with the Nolan Principles for people in public life (selflessness, integrity, objectivity, openness, honesty and leadership).

8.6 In the event of any disagreement or dispute, the Chair will canvas the views of all core members and will have the responsibility to make the final decision. Any dissent will be formally recorded and discussed with the Director of Children's Services or, the Chair of the Children's Trust Board.

8.7 Associate Members have been established to ensure robust links with key stakeholders – agencies/partnerships whose active involvement in the work of the LSCB is important but may not necessarily need to be present at every LSCB meeting. An associate member will be invited to attend the LSCB Business Meetings when proposed agenda items are of particular relevance: be invited to propose agenda items for Business Meetings: receive copies of agenda and papers in advance of each meeting and copies of notes and actions from each meeting: be invited to join LSCB Sub Groups: contribute to the development of the Annual Report and Work Programme: attend the Annual Stakeholders Forum and Development Day: participate in LSCB training and encourage their staff to participate in inter agency child protection training.

8.8 The associate members will be representatives of:-

the Local Safeguarding Adults Board, the Responsible Authorities Group, the Fire and Rescue Service, the South West Ambulance Service Trust, the Council's Housing Services, the Deputy Safeguarding Lead, Children and Quality Assurance as Chair of the Children In Care Quality Assurance Sub Group.

8.9 The LSCB will also secure the involvement in its work of Faith Groups, Independent Schools, Further Education Colleges, Children's Centres, GPs, Independent Health Care Organisations, the Interpersonal Violence and Abuse Strategic Partnership (IVASP), the Multi-Agency Public Protection Arrangements, Housing Culture and Leisure Services, Housing Providers, the Drug Action Team and representatives of children, young people and parents via existing networks and forums, including the Annual Stakeholders Forum. The LSCB will link with the responsible authorities to ensure that duties in respect of The Licensing Act 2003 are fulfilled.

8.10 An induction programme will be provided for all new members and contributions made to performance appraisals.

8.11 Formal links are established with other key strategic partnerships including the Responsible Authorities Group, the Youth Offending Team Management Board, and the Health and Wellbeing Board.

8.12 The LSCB will ensure close working arrangements with the Local Safeguarding Adults Board and explore all opportunities for joint work and use of resources.

## **9. Sub Groups of the LSCB**

9.1 The Board will establish sub – groups to carry out development and monitoring activities in support of the LSCB Business Plan.

9.2 Terms of Reference will be compiled for each sub group and submitted to the LSCB for approval. The LSCB will receive six monthly reports from each sub group.

9.3 The number of sub groups will be kept under review and where appropriate, specific task and finish groups will be established.

9.4 Each sub group chair will be a member of the LSCB.

## **10. Funding of the LSCB**

10.1 The LSCB will be funded by core contributions from the Local Authority, the Police and Bath and North East Somerset NHS Clinical Commissioning Group and additional contributions from the Probation Service and CAFCASS. All core and associate members will make contributions in kind, usually but not exclusively in terms of staff to support the activities of the sub - groups to ensure that the LSCB and its work is suitably resourced.

10.2 The LSCB's multi-agency training programme will be funded by core contributions from the Local Authority, the Police and the Health agencies. All core members will make contributions in kind to ensure that inter agency training is suitably resourced. The funding of the LSCB and its multi-agency training programme will be reviewed annually.

## **11. Review Arrangements**

11.1 These Terms of Reference were adopted by the LSCB at its inaugural meeting on 6<sup>th</sup> June 2006: were reviewed in March 2008, 3<sup>rd</sup> March 2009, June 2012 and in June 2015.

**Reg Pengelly  
Independent Chair  
B&NES LSCB**