TERMS OF REFERENCE

Cheshire East Local Safeguarding Children Board

Child Sexual Exploitation, and Missing from Home and Care, and Trafficking Sub Group

Purpose

Children and young people will be safer in Cheshire East because there are effective strategies, policies, procedures, practices, learning and development in relation to Care and Child Sexual Exploitation (CSE), Missing from Home and Care (MFH) and Trafficking. It is the responsibility of this sub-group to ensure this happens on behalf to the LSCB.

Terms of Reference

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- Ensure that current practice and interventions are informed by evidence based and linked and mapped to national policy and developments
- Ensure a focus on prevention as well as response
- Ensure multi-agency practice is regularly reviewed and evaluated
- Ensure that multi-agency policies and procedures are effectively preventing and responding to safeguarding concerns in relation to CSE, MFH and trafficking, in liaison with the Policies and procedures sub-group
- Ensure that there is clear data and evidence supporting effective responses to the risk to children and young people of CSE, missing and trafficking
- Ensure staff are adequately trained in how to identify and respond to CSE, MFH and trafficking
- Ensure that key stakeholders receive relevant messages

Chair: Cheshire Police

Quorum and Frequency of meetings

- The Sub Group will meet quarterly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.
- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.

- The Chair of the Sub Group is Chris Morrall, Detective Inspector, Cheshire Police.
- Administrative support will be provided to the group by the LSCB Business Unit.
- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.

TERMS OF REFERENCE
Cheshire East Local Safeguarding Children Board
Learning and Improvement Sub Group

Purpose

The purpose of the Learning and Improvement Group is to develop and implement the Learning and Improvement Strategy in line with 'Working Together to Safeguard Children' (DfE 2013) and other local and national policies, procedures and practice guidelines.

Terms of Reference

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- Identify learning and improvement responses for Cheshire East to national and local developments, findings from audits, internal and external challenge and scrutiny
- Ensure the co-ordination and provision of inter-agency training which complements the professional development activities available to staff in single agency or professional settings.
- Quality assure CESCB and partner agency training and professional development activities. To include an evaluation of the impact of training.
- Ensure that partner agencies are kept abreast of developing safeguarding agendas and opportunities for learning and improvement.
- Ensure that the learning Improvement Framework is monitored and maintained as an effective tool
- Maintain an overarching log of training delivered (multi agency and single agency) and the impact and difference these are making professionals are making in the work they do.
- Receive reports from single agencies on their safeguarding training

Chair: Cheshire and Wirral Partnership

Quorum and Frequency of meetings

- The Sub Group will meet bi monthly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.
- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.
- The Chair of the Sub Group is Val Sturgess, Cheshire and Wirral Partnership.
- Administrative support will be provided to the group by the LSCB Business Unit.
- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.

TERMS OF REFERENCE
Cheshire East Local Safeguarding Children Board
Quality and Outcomes Sub Group

Cheshire East Local Safeguarding Children Board

Purpose

The primary purpose of the Quality and Outcomes Group is to monitor and evaluate the effectiveness of the Board in safeguarding children and young people. The Q&O group will co-ordinate work through 'Task to Finish' groups, Reference groups and Subject groups (see structure chart).

Terms of Reference

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- Monitor, scrutinise and challenge outcomes and impact of the LSCB's Quality Assurance Framework, including performance, audits, internal and external scrutiny and engagement with stakeholders
- Monitor, scrutinise and challenge the effectiveness of the LSCB's strategies and plans
- Monitor, scrutinise and challenge the effectiveness of single agencies in relation to safeguarding and the work of the LSCB
- Identify areas of good practice and concern and make recommendations for action
- Review and respond to safeguarding issues raised in external inspectorate reports on partner settings and services

Chair: Cheshire East Council – Children's Social Care

Quorum and Frequency of meetings

- The Sub Group will meet bi monthly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.
- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.
- The Chair of the Sub Group is Nigel Moorhouse, Acting Director of Children's Services, Cheshire East Council.
- Administrative support will be provided to the group by the LSCB Business Unit.

- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.

TERMS OF REFERENCE
Cheshire East Local Safeguarding Children Board
Audit and Case Review Sub Group

Introduction and Aim

Purpose

The LSCB Audit and Case Review Sub-Group is responsible for initiating, overseeing and monitoring the audit and case review process, assuring the Board on the quality of interagency practice. The group promotes a learning culture and identifies good practice and areas for development.

Terms of Reference

- To consider referrals for those cases which meet the criteria for a Serious Case Review;
- To consider referrals for those cases where lessons can be learned but which do not meet the criteria for a Serious Case Review, e.g. Practice Learning Reviews, Deep Dive Audits, Case of Special Interest, thematic reviews.
- Identify any themes or trends from cases referred and reviewed to support local learning, and ensure that the learning from all case reviewing activity is embedded in practice; and/or the need for 'true for us' exercises from national findings
- Co-ordinate and scrutinise progress against the actions from any LSCB reviews and multi-agency audits of practice and report this to the Board
- To recommend to the LSCB board any practice, policy or procedural changes to discuss and recommend any cross board learning
- From those findings, identify themes for single agencies to consider in their internal audits.
- Receive summary reports and action plans from relevant single agency audits and identify any themes that may require a multi-agency report or escalation to the Board.
- Consider any themes or issues from national Serious Case Reviews that may further improve the quality and impact of safeguarding in Cheshire East

Chair: Cheshire East Council – Children's Safeguarding

Quorum and Frequency of meetings

- The Sub Group will meet quarterly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.
- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.

- The Chair of the Sub Group is Kate Rose, Head of Children's Safeguarding, Cheshire East Council
- Administrative support will be provided to the group by the LSCB Business Unit.
- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.

TERMS OF REFERENCE
Cheshire East Local Safeguarding Children Board
Policies and Procedures Sub Group

Purpose

The purpose of the Policy & Procedures group is to co-ordinate the development of new local policies, procedures and guidance for safeguarding and promoting the welfare of children and young people in Cheshire East. In addition the group will analyse implications of national multi-agency policies, procedures, guidance or research findings in order to develop any additional local policy, procedures or guidance.

The group will also contribute to the development and updating of the Pan Cheshire Safeguarding Procedures through the Pan Cheshire Policy & Procedures group.

Terms of Reference

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- To receive, review, agree, implement and where appropriate develop policies and procedures for safeguarding and promoting the welfare of children and young people in Cheshire East
- Ensure there is an agreement and understanding across agencies about operational practice in relation to each new policy, procedure, guidance or research findings
- Agree actions to resolve issues identified by new or existing policies, procedures, guidance or research findings
- Contribute to the development and updating of the Pan Cheshire Safeguarding Procedures through the Pan Cheshire Policy & Procedures group.

Chair: Cheshire East Council – Children's Social Care

Quorum and Frequency of meetings

- The Sub Group will meet bi monthly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.

- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.
- The Chair of the Sub Group is Vicky Buchanan, Acting Head of Early Help and Protection, Cheshire East Council
- Administrative support will be provided to the group by the LSCB Business Unit.
- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.

TERMS OF REFERENCE
Cheshire East Local Safeguarding Children Board
Safeguarding Children Operational (Management) Sub Group

Purpose

The purpose of the group will be to reinforce safeguarding practice in Cheshire East at an operational level and support effective multi agency working which is recognised as key elements in ensuring that children are kept safe

Terms of Reference

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- To be a direct link between the LSCB and frontline practice
- To provide feedback on policies/protocols from an operational perspective
- To promote positive working relationships across the agencies
- To be a forum for identifying themes and issues that may impact upon frontline staff's ability to safeguard children effectively
  To be a forum for promoting good practice
- To contribute to embedding learning into practice from e.g. serious case reviews, multi agency case audits, national guidance

Quorum and Frequency of meetings

- The Sub Group will meet bi monthly with dates to be agreed in advance
- The meeting is only quorate if at least 4 different agency representatives of the group are present.
- In the event that quoracy is not met, the meeting will still go ahead and the actions and decisions from the meeting will be ratified by the LSCB Executive Group.
- The Chair of the Sub Group is Paul Tolley, Chair of the Cheshire East Association of Primary Heads (eCAPH)
- Administrative support will be provided to the group by the LSCB Business Unit.
- Attendance will be monitored by LSCB Business Unit, and any issues in attendance will be notified to the LSCB Executive Group by the Sub Group Chair.

Accountability

- This group is accountable to the LSCB Board. The group will report to the LSCB Executive Group at each meeting.