



Reading | West Berkshire | Wokingham



Berkshire Multi-Agency Safeguarding Children Partners Policy and Procedure Sub Group Terms of Reference

Local Statutory Safeguarding Partners are responsible for agreeing how the relevant organisations in a local authority area will co-operate and promote the welfare of children in their area and for ensuring the effectiveness of what they do.

Statutory function:

Statutory Safeguarding Partners have a range of statutory functions listed within Working Together to Safeguard Children 2018. These include developing policies and procedures, thresholds for intervention, training of staff, monitoring and evaluating the effectiveness of partners to safeguard children and young people, and undertaking reviews of cases to learn lessons.

In order to fulfil statutory functions, the Multi-Agency Safeguarding Children Partnerships across the six Berkshire Unitary Authority areas have set up a number of sub groups. These sub groups are made up of members of the partnerships, or nominated colleagues, and each sub group has responsibility for particular work streams to deliver the key priorities of the partnerships. Each sub group has a Chair with responsibility for ensuring the progress the work programme for the group.

Each Multi-Agency Safeguarding Children Partnership will have responsibility for ensuring oversight and coordination of the work of the sub groups in order to evidence its effectiveness and that it is delivering on its statutory responsibilities.

Purpose:

The purpose of the Policy & Procedures Sub Group is for the six Berkshire Multi-Agency Safeguarding Children Partnerships to develop and maintain high quality safeguarding and child protection policies and procedures. Safeguarding and child protection policies and procedures remain in line with key national policy and legislative changes.

Key Objectives:

- To develop policies and procedures for safeguarding and child protection to be used by partner agencies working across all six Berkshire authorities.
- To ensure policies and procedures remain updated in line with national policy and legislative changes and are updated accordingly.
- To ensure policies and procedures are compliant with Statutory Guidance (e.g. Working Together 2018).
- To manage and monitor the online publication of policies and procedures including commissioning the online provider.
- To consult with partner agencies when a policy or procedure is revised, or when a new policy is developed.
- To ensure information on changes in policies and procedures is effectively cascaded.
- To identify local safeguarding / child protection issues which require multi-agency policy development and to make recommendations to the Multi-Agency Safeguarding Children Partnership regarding these developments.
- To ensure that any revisions or additions to policies and procedures are considered by the Multi-Agency Safeguarding Children Partnerships where necessary (the P&P Group should determine this at meetings)

- To anticipate the implications of new policies and procedures and guidance as it is put out for consultation by government departments

Links to other Sub Groups & Meetings

- This sub group reports to each of the Berkshire Multi-Agency Safeguarding Children Partnerships.
- The Chair will be responsible for the development of an annual report which will be agreed by the sub-group members and will be shared with each Multi-Agency Safeguarding Children Partnership.
- The report will be presented at individual Multi-Agency Safeguarding Children Partnerships by the representative from that area.
- It is the responsibility of each nominated representative on the Policies and Procedures Group to ensure effective communication between their own agency and the group in relation to any changes / proposed changes taking place.
- The Group will make links as appropriate to other areas of Multi-Agency Safeguarding Children Partnership work and sub groups.

Decision Making Powers

- The sub group has the power to make decisions with regards to minor changes and alterations to policies and procedures' providing the relevant consultation has taken place, and all group members in attendance are in agreement.
- Any new or major policy or procedure changes will be subject to the approval of each Multi-Agency Safeguarding Children Partnership before it is agreed.
- The sub group will be responsible for the commissioning and monitoring of the provider for the online system.

Administrative Arrangements

The Berkshire Multi-Agency Safeguarding Children Partners Policies and Procedures Group is supported by the Berkshire West Safeguarding Children Partnership Support Team and Chaired by the Strategic Partnership Manager for Berkshire West Safeguarding Children Partnership.

Meeting Frequency:

The sub-group will meet at least four times a year, with additional meetings to be called in the event of significant policy changes.

There may be occasional task and finish group activities to support the development of policies and procedures.

Membership:

Title	Agency
Local Authority/ Children's Services Representation e.g. QA Manager, Service Manager, Principal Social Worker	At least 2 representatives, ideally from covering East and West
Multi-Agency Safeguarding Children Partnership Business Manager	At least 2 representatives, ideally from covering East and West
Consultant	Tri.x
Detective Inspector	Thames Valley Police

Designated Nurse	Berkshire West CCG Berkshire East CCG
Named Doctor	Berkshire Healthcare Foundation Trust
Named Nurse	Heatherwood & Wexham Hospital Royal Berkshire Hospital NHS Foundation Trust Frimley Park Hospital Foundation Trust Berkshire Healthcare Foundation Trust
Consultant Paediatrician	Berkshire Healthcare Foundation Trust
Early Years Advisor	West Berkshire Council
Education Representative	At least 2 representatives, ideally from covering East and West (tbc)

Date Terms of Reference Agreed:

January 2020

Date of next review:

January 2021