



# Isle of Man Government

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## **Partnership Arrangements for the Safeguarding Children Board**

Approved by SCB July 2012

## **PARTNERSHIP ARRANGEMENTS FOR THE SAFEGUARDING CHILDREN BOARD**

### **1. INTRODUCTION**

- 1.1** This document sets out the strategic objectives and functions of the Safeguarding Children Board (SCB) and the roles and responsibilities of individual partners on the Board and its operational groups. It also outlines the regular activity of the Board and its operational groups and the ways in which they are supported.

### **2. STRATEGIC OBJECTIVES AND FUNCTIONS OF THE SCB**

- 2.1** The Objectives of the SCB are:

- To co-ordinate work to protect and safeguard children;
- To ensure the effectiveness of that work;
- To undertake serious case reviews and other interagency case reviews as necessary;
- To advise Government on matters relating to child protection as requested.

- 2.2** The functions of the SCB include:

1. Providing a framework for coordinated, consistent interagency working and problem resolution based on best child protection practice:
  - a. Developing and overseeing the implementation of procedures and guidance for the protection of children;
  - b. Establishing, where necessary, joint arrangements between adult and children's services to ensure the protection of children;
  - c. Providing a good quality inter-agency child protection training programme;
2. Evaluating practice and the effectiveness of what is done to protect children from abuse or neglect;
3. Undertaking serious case reviews and other inter-agency reviews where appropriate to identify ways in which practice to protect children is strengthened;
4. Ensuring a co-ordinated inter-agency response to unexpected child deaths;
5. Communicating with the public, children, young people and families as well as professionals about the importance of protecting children from abuse or neglect:
  - a. Communicating the need to protect and safeguard children;
  - b. Listening to children, young people and families and taking their views into account;
6. Participating in the planning of services for children on the Isle of Man as requested;
7. Regular reporting to Council of Ministers on performance, progress and developments including an Annual Report.

- 2.3** The SCB will speak with an independent voice.

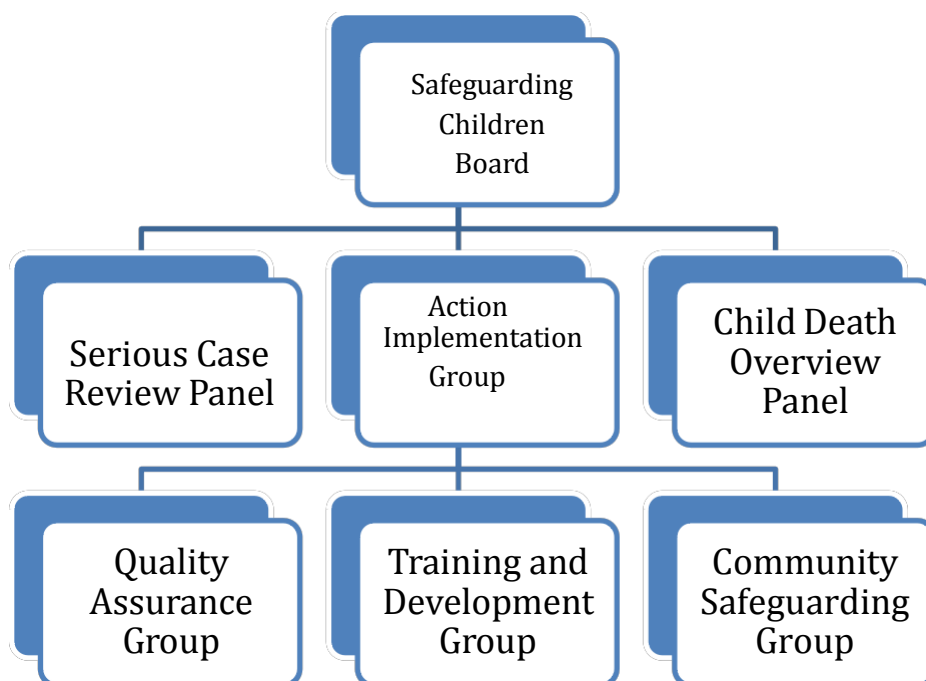
- 2.4** The work of the SCB will be conducted within the framework of a Work Programme, with clear priorities and measurable objectives.

- 2.5** In order to promote the highest standards of child protection work the SCB will foster a culture of constructive challenge and continuous improvement by and between member organisations.

**2.6** The focus of the SCB is the protection of children. When the Board is satisfied that arrangements to achieve this are securely in place and working effectively, it will consider the wider safeguarding remit.

**2.7** The SCB will undertake its work mindful of the diverse needs of children and will promote equality of opportunity.

**3. STRUCTURE OF THE SAFEGUARDING CHILDREN BOARD**



#### **4. SCB WORK PROGRAMME AND ANNUAL REPORT**

The SCB produces a three-year Work Programme which is regularly monitored and revised annually.

The Work Programme identifies priorities based on:

- Specific actions arising from SCB Key Priorities for the year
- Continuing actions within the previous Work Programme
- Actions required to fulfil SCB functions
- Actions identified through external or independent review
- The SCB Risk Register
- New developments on Island and in other jurisdictions that may be of significant relevance to the Board.

Actions with timescales are identified for each priority and one of the Operational Groups is allocated responsibility.

**4.1** The Operational Chairs Group monitors progress against Work Programme actions and the Strategic Coordinator of the SCB draws the following to the attention of the SCB, for their direction:

- significant delay
- barriers to progress

Evidence of completion is required for all actions within the Work Programme.

**4.2** The SCB will audit evidence of selected outcomes within their audit programme.

**4.3** The achievements of the Board and any difficulties it has faced are reflected in the Annual Report.

#### **5. SAFEGUARDING CHILDREN BOARD ROLES AND RESPONSIBILITIES**

##### **5.1 CHAIR OF THE SCB**

The Isle of Man Safeguarding Children Board has an Independent Chair who will provide leadership and strategic direction to the Board and independent advice and guidance to Board members. The Chair will facilitate constructive challenge of Board members to ensure the business of the Board is conducted effectively.

The Independent Chair is responsible to the Council of Ministers via the Chief Secretary's Office and reports to them annually, more frequently if requested.

The Chair of the SCB will ensure that:

- The business of the Board is completed, to the required standards and in accordance with the timescales set;
- Any issues that could impact on the function of the Board are resolved;
- Situations brought to the attention of the Chair which might affect an agency's ability to protect children are given priority and addressed;
- The SCB Annual Report is presented to the Council of Ministers via the Chief Secretary's Office for their consideration and to the Social Policy and Children's Committee for information;
- The Social Policy and Children's Committee receives regular updates on SCB activities;

## **5.2 BOARD MEMBERS**

### **Membership of the SCB is as follows:**

- Independent Chair
- Chief Executive Officers:
  - Department of Health & Social Care
  - Department of Home Affairs
  - Department of Education and Children
- Director of Public Health
- Chief Constable
- Chair of the Council Voluntary Organisations

### **Advisors to the SCB is as follows:**

- Chief Social Worker Department of Health & Social Care
- Business Support & Development – CSP

## **Responsibilities of Board Members**

Board members agree to the following collective responsibilities:

- To provide strategic direction, co-ordination and planning in respect of the inter-agency functions of the Board;
- To support operational groups in meeting the strategic objectives of the SCB and carrying out the functions of the Board;
- To support operational groups in fulfilling the Work Programme priorities and address any obstacles to this;
- To be an effective motivator for setting and maintaining standards for the work of the SCB;
- To ensure staff within their agency are clear about their roles and responsibilities in relation to the protection of children;
- To secure effective inter-agency co-operation by appointing as their respective representatives to the operational groups, professionals whose roles and seniority enable them to contribute fully;
- To adjust the workload of their respective representatives, allowing them to participate in the activities of the SCB, including operational groups;
- To provide data and other information to allow the SCB to monitor the effectiveness of services and practice;
- To implement agreed procedures, guidance and protocols within their areas of responsibility;
- To ensure that services to protect children are adequately resourced;
- To monitor the performance of its representative(s) on the SCB, including attendance at meetings and the effectiveness of arrangements for attendance and contribution at and feedback from meetings by named alternates/substitutes;
- To notify the SCB of any shortfall in staffing or any other issues which may have an impact on their agency's ability to protect children;
- To disseminate SCB information appropriately within their agency (where information is confidentially shared within the SCB this will be made clear);
- To promote an environment where information sharing and co-operation between Departments and practitioners working with children and young people is supported;
- To agree the budget for the Board;
- To maintain a focus on child protection during times of organisational change;
- To work in conjunction with the Children's Services Partnership with respect to the Staying Safe agenda;
- To brief their respective Ministers individually or collectively on SCB activity;
- To ensure agency representatives on operational groups have an up to date enhanced CRB check;
- To ensure secretarial support is available for SCB meetings;
- To prioritise SCB meetings and activity.

## **6. SUPPORT TO THE SAFEGUARDING**

### **6.1 SCB MEETINGS**

Frequency, Quoracy and Attendance:

- The SCB meetings are held bi-monthly;
- The SCB is quorate with eight members (two of whom must be Chief Officers);
- In the event of inquoracy another meeting will be called to ensure the Work Programme progresses without delay;
- If a representative is unable to attend and a particular item on the agenda relates specifically to their Department an appropriate substitute may attend in their place with the prior agreement of the Chair;

- Draft minutes of SCB meetings will be produced within 6 working days and forwarded to the SCB Chair for amendment;
- The Chair will respond within 4 working days with any amendments;
- The Strategic Co-ordinator will draft a list of actions arising from the minutes and arrange for both documents to be circulated to Board Members and Operational Chairs within 5 working days. This means that the minutes and list of actions will be received by members within 15 working days of the SCB;
- The Strategic Co-ordinator will call for papers 3 weeks before the next SCB and set a deadline for their arrival;
- Papers for the SCB will be distributed one week prior to the SCB meeting.

## **7. ROLES AND RESPONSIBILITIES OF OPERATIONAL GROUPS**

### **7.1 GENERAL**

The following inter-agency Operational Groups will be responsible for specific actions in the Work Programme of the SCB. Each group will draw up their own work plan, with priorities and measurable objectives and timescales. The frequency of meetings will be decided on the basis of each group's activity level but will be no less than two monthly.

Members of the Operational Groups will be selected on the basis of the contribution they can make through their professional roles and responsibilities.

All Operational Groups will:

- Take responsibility for those actions within the SCB Work Programme for which their group is accountable;
- Report regularly to the SCB via the Operational Chairs;
- Ensure membership of their group is proactive, engaged, and has regular attendance at meetings;
- Bring to the attention of the Operational Chairs Group any barriers to progress;
- Review their Terms of Reference as required by the SCB;
- Representation on an Operational Group is for a two-year term, unless concerns as to the individual's effectiveness are identified. With the agreement of the SCB, and the individual involved, the representation may continue for a second or subsequent two-year term.

### **7.2 OPERATIONAL GROUPS**

#### **Action Implementation Group (AIG)**

AIG are identified by members of the SCB.

Currently the groups are chaired as follows:

The Serious Case Review Panel is chaired by the Independent Chair of the SCB.

The AIG are required to:

- Develop the draft SCB Work Programme based on the priorities agreed by the SCB;
- Oversee the implementation of the SCB Work Programme;
- Evaluate risk to effective inter-agency practice to protect children and manage the Risk Register for the SCB;
- Screen reports and outcome documents and recommend to the SCB whether these should be endorsed;

- Commission short term work from a wider group of professionals to enable the SCB to carry out its work;
- Develop and review inter-agency procedures and guidance;
- Develop and coordinate an inter-agency communication strategy;
- Contribute to the Annual Report;
- Bring to the attention of the SCB any matters of concern, barriers to progressing the Work Programme or difficult problems requiring strategic resolution;
- Review relevant research findings, policy development and best practice in other jurisdictions in order to identify issues that may be useful to the SCB and its constituent agencies.

### **Quality Assurance Group**

This group is responsible for:

- Carrying out actions within the SCB Work Programme
- Monitoring interagency/departmental practice to identify trends and matters of concern for the SCB, this will be achieved by:
  - Peer review process
  - Organisational self evaluation
  - Performance indicators
  - Annual audit programme
  - Reporting and learning framework
- Monitoring selected outcomes of Work Programme actions against evidence;
- Gathering data to inform understanding of SCB activity;
- Ensuring the SCB Chair is informed promptly of any indicators of concern regarding child protection practice in the Isle of Man which arises from the work of the group;
- Reviewing the multi-agency dataset to ensure that it meets the requirements of the Board;
- Contribute to SCB's Annual Report;
- Ensuring that the SCB Chair is informed promptly of any indications of concern regarding child protection practice on the Isle of Man.

### **Training and Development Group**

This group is responsible for:

- Carrying out actions within the SCB Work Programme;
- Coordinating an annual training needs analysis;
- Producing annually an SCB training prospectus that takes account of relevant themes identified by the SCB and the risk register;
- Ensuring that inter-agency training on child protection is provided to meet the Islands needs;
- Evaluating the quality and effectiveness of this training;
- Recruiting, training, supporting and evaluating the performance of the pool of trainers.
- Revising the training strategy annually;
- Producing a report for the SCB every six months based on the number of courses held, attendance levels, any issues identified and financial costs;
- Contributing to the SCB's Annual Report;
- Ensuring that the SCB Chair is informed promptly of any indications of concern regarding child protection practice on the Isle of Man.

The SCB will contribute to and work within the framework of an integrated workforce strategy and/or Departmental training strategies.



## **Safer Communities Group**

This group is responsible for:

- To identify high priority community based child protection concerns and make arrangements to address these;
- To support the development of child protection policy and practice in community groups, the voluntary sector and sport and leisure organisations. To ensure that they are appropriate, practical and implemented to effectively respond to situations where concerns have been raised;
- To review access and inclusivity of SCB policy and procedures to ensure that all children have equal access to the services provided;
- To maintain, on the website, a proforma child protection policy, practice guidance and training opportunities for the use of community groups, the voluntary sector and sport and leisure organisations;
- To hold detailed practice discussions and contribute to consultation surveys at the request of the SCB;
- To establish where necessary, time limited task groups to consider specific areas of concern;
- Identifying high priority community based child protection concerns and making arrangements to address these in consultation with Board colleagues;
- To establish where necessary, time limited task groups to consider specific areas of concern;
- Ensuring that other SCB operational group chairs are aware of the groups that require training, policies and procedures and other SCB directives;
- Ensuring that the SCB Chair is informed promptly of any indications of concern regarding child protection practice on the Isle of Man;
- Contributing to SCB's Annual Report.

## **Child Death Overview Panel**

This group is responsible for:

- Carrying out actions within the SCB Work Programme;
- Collecting and analysing information about the deaths of all children who die on the Island or whose permanent residency is on the Isle of Man ensuring any necessary action is taken;
- Monitoring effectiveness of recommendations identified through the Child Death Overview process;
- Overseeing the application of the Sudden Unnatural Deaths In Childhood (SUDIC) protocol and its effectiveness in practice;
- Ensuring any public health messages identified as a result of the work of the Panel are addressed appropriately;
- Ensuring that the SCB Chair is informed promptly of any indications of concern regarding child protection practice on the Isle of Man;
- Contributing to SCB's Annual Report.

## **Serious Case Review Panel**

- Carrying out actions within the SCB Work Programme;
- Undertaking serious case reviews and other forms of case reviews in accordance with the SCB Serious Case Review guidance document;
- Ensuring the action plans developed as a result of a review are SMART;
- Ensuring dissemination of the learning from reviews;
- Ensuring that the SCB Chair is informed promptly of any indications of concern regarding child protection practice on the Isle of Man;

- Contributing to the SCB's Annual Report.

## **8. TASK GROUPS**

Occasionally, Task Groups will be set up for specific purposes which are outside the remit of any of the Operational Groups. The agreement to establish a Task Group must be made by the SCB or the AIG.

Representation on these groups will be agreed by members of the SCB or the AIG, dependant on the task.

Terms of Reference will be compiled for any Task Group to ensure that the group:

- understands the rationale behind the task;
- is clear about what is expected;
- is clear about the timeframe for completion of the task.

Task Groups will usually be facilitated by a designated professional lead.