

SAFEGUARDING CHILDREN BOARD (SCB)

Safer Communities Group Terms of Reference

1. Purpose

- 1.1** To consider high priority child protection issues relating to Children and Young People in the Communities in which they live.
- 1.2** To establish a network of agencies and promote membership across the wide range of organisations to assist with the development and sharing of best practice.

2. Membership Arrangements

- 2.1** The Safe Communities Group will have a flexible membership developed to achieve specific outcomes.
- 2.1** The membership to be agreed by the Chair of the group in consultation with the Operational Chairs Group of the SCB.

3. Role and Responsibilities

- 3.1** To identify high priority community based child protection concerns and make arrangements to address these.
- 3.2** 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.
- 3.3** To review access and inclusivity of SCB policy and procedures to ensure that all children have equal access to the services provided.
- 3.4** 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.
- 3.5** To hold detailed practice discussions and contribute to consultation surveys at the request of the SCB.
- 3.6** To establish where necessary, time limited task groups to consider specific areas of concern.

4. Accountability

- 4.1** The group is accountable to the SCB and will report to the Board via the Operational Chairs Group.

5. Administration

- 5.1** The Chair has responsibility for providing administrative support to the group.
- 5.2** Draft minutes of Group meetings will be produced by the Administrator within 7 working days and forwarded to the Chair for approval.
- 5.3** The Chair to respond within 5 working days with any amendments.
- 5.4** Minutes will be copied to all group members, the Chair of the SCB and the Strategic Co-ordinator.

Date: November 2012