



city & hackney  
safeguarding  
children board

# Members Pack

**November 2015**

## Contents

Welcome from the Chair	2
1. Introduction	3
2. What is Safeguarding?	3
3. How does CHSCB safeguard children?	4
4. The CHSCB	5
5. The CHSCB Executive & Sub-groups	7
6. Accountability	8
7. Funding	8
8. Communication	8

## Appendices

Appendix A: CHSCB membership agreement – for Board members	9
--	---

## Welcome from the Chair

I would like to offer you a warm welcome as a new member to the City and Hackney Safeguarding Children Board (CHSCB) and thank you for taking on such an important role in representing your agency.

I am very pleased that, via your membership, your agency is acknowledging its individual safeguarding responsibilities but is also willing to be part of a wider independent arrangement in promoting safeguarding. The CHSCB firmly believes that safeguarding is everybody's business and its members are committed to ensuring that organisations in the local area fulfil their safeguarding responsibilities to the highest standard.

The CHSCB collectively produces a strategic business plan in order to achieve its objectives and this outlines the priorities going forward. We expect Board members to be fully involved in the development and implementation of this plan that will address local issues specific to the City of London and the London Borough of Hackney.

As the Chair, I am also required to publish an annual report and members are expected to contribute to this through providing a robust and transparent assessment of the strengths and areas for development of the safeguarding system.

To ensure that the CHSCB is able to operate effectively, it is important that you as a member have the authority to speak for your agency, make decisions on behalf of your agency and drive forward the CHSCB safeguarding agenda in order to improve safeguarding arrangements. Members have a responsibility to communicate the business of the CHSCB within their own agency and importantly, raise pertinent issues with the Board. On occasions, it will be necessary to challenge and question the practice of other members and to hold your own agency to account. This takes precedence over your role within your organisation.

We value your regular attendance at Board and sub-group meetings, so please ensure that you endeavour to attend all meetings so that your agency is always represented and involved in the decision-making. We strongly encourage you to become an active member by participating in meetings and where necessary, outside of meetings. Your input is vital to the effectiveness of these meetings and the Board's work in general. Please do not hesitate to contact me if you have safeguarding issues that you would like to have brought to the attention of the Board.

I really hope you find this pack a useful introduction and overview into the remit and scope of the CHSCB. I encourage you to regularly access the CHSCB website for resources, publications, new developments and dates of meetings.

Thank you once again for joining the Board. I look forward to the Board benefiting from your experience, knowledge and expertise in keeping children safe in the City and Hackney.



**Jim Gamble**  
Independent chair of the CHSCB

## 1. Introduction

- 1.1 This members pack is intended to provide useful and valuable information for members who are new to the CHSCB or one of its sub groups. The pack includes information on the roles and functions of the CHSCB, its membership and sub-groups.
- 1.2 The content of this pack is not meant to be exhaustive; we strongly encourage new members to read the [CHSCB Annual Report](#) and regularly access the [CHSCB Website](#) for updates in Board developments and news.
- 1.3 In terms of its legal background, the CHSCB is the key statutory body for agreeing how the relevant organisations in City and Hackney will co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do.
- 1.4 The establishment of Local Safeguarding Children Boards was an important element of the enhanced safeguards for children put in place by the Children Act 2004. The creation of LSCBs is covered in sections 13–16 of the act. The LSCB and its activities sit alongside the wider context of Children’s Trust arrangements. The Children Act 2004 required each local authority to establish a LSCB by 1<sup>st</sup> April 2006.
- 1.5 The core statutory objectives of the LSCB are as follows:
  - **to co-ordinate what is done** by each agency represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the authority; and
  - **to ensure the effectiveness of what is done** by each agency for that purpose.
- 1.6 For more information on the statutory functions of a LSCB, please refer to the [CHSCB constitution](#) and Chapter 3 of [Working Together to Safeguard Children \(2015\)](#)

## 2. What is Safeguarding?

- 2.1 ‘Safeguarding’ is defined in *Working Together to Safeguard Children 2015* as:
  - protecting children from maltreatment;
  - preventing impairment of children’s health or development;
  - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
  - taking action to enable all children to have the best outcomes.
- 2.2 Other key safeguarding children documents that you should make yourself familiar with include:
  - [London Child Protection Procedures](#)
  - [What to do if you're worried a child is being abused?](#)
  - [CHSCB Escalation Policy](#)
  - [Learning and Improvement Framework](#)
- 2.3 Local policies and procedures can also be accessed on the [CHSCB Website](#).

### 3. How does CHSCB safeguard children?

3.1 The CHSCB meets its statutory objectives and safeguards children through the following functions:

1. **Developing policies and procedures** for safeguarding and promoting the welfare of children in the City and Hackney. This includes developing thresholds for intervention, ensuring single-agency and inter-agency safeguarding children training is provided, monitoring recruitment and supervision of persons who work with children, investigating allegations against people working with children, strengthening private fostering notification arrangements and cooperating effectively with Board partners.
2. **Communicating to relevant organisations** in the City and Hackney the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done, and encouraging them to do so.
3. **Monitor and evaluate the effectiveness** of what is done by the local authorities and board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve.
4. **Produce and publish an annual report** on the effectiveness of safeguarding in the local area.
5. **Participating in the local planning and commissioning** of children's services to ensure that they take safeguarding and promoting the welfare of children into account.
6. **Collecting and analysing information** about the deaths of all children in their area with a view to identifying: i) any matters of concern affecting the safety and welfare of children in the area of the authority, including any case giving rise to the need for a Serious Case Review; ii) any general public health or safety concerns arising from deaths of children.
7. **Putting in place procedures** for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death of a child.
8. **Undertaking reviews of cases** where abuse or neglect of a child is known or suspected, a child has died or a child has been seriously harmed, and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

3.2 The terms of reference of the CHSCB are to:

- Ensure safeguarding and well-being of children is promoted
- Performance manage the sub-groups;
- Ensure sufficient resources are allocated to Safeguarding;
- Ensure high level of partnership engagement and accountability in the responsibility towards safeguarding children;
- Develop the Board's Annual Business Plan; and,
- Any other matters the Board agrees should be undertaken by it.

The CHSCB [Business Plan](#) outlines the specific targeted work for the current year.

## **4. The CHSCB**

4.1 The CHSCB is made up of a Board with senior representatives from its member agencies covering both the City and Hackney, a City Executive and a Hackney Executive and various sub-groups which undertake the Board's business. Please see section 4 for more information on the sub-groups. All sub-groups report back to the Board which meets quarterly.

### **4.2 Independent chair**

4.3 The chair of the CHSCB is independent from local agencies and organisations in order for the CHSCB to exercise its local challenge function effectively. The chair is supported by the Senior Professional Advisor and the Board Manager. Both these roles also support the wider partnership and are an available resource for all agencies engaged in the business of the CHSCB.

4.4 The chair has a crucial role in making sure that the Board operates effectively and secures an independent voice for the CHSCB. The chair should act objectively and distinguish their role as CHSCB chair from any day-to-day role.

4.5 The Independent Chair of the CHSCB is jointly accountable to the Chief Executive of the London Borough of Hackney and the Town Clerk / Chief Executive of the City of London Corporation.

4.6 The Independent Chair meets regularly with both Chief Executives, the DCS roles covering both areas and the respective Lead Members. There is a defined governance protocol that sets out how the CHSCB works with City & Hackney Safeguarding Adult Board (CHSAB) and the Health and Wellbeing Boards / Community Safety Partnerships across both areas.

### **4.7 Membership**

4.8 The membership of the Board includes representatives from the following agencies:

- Adult's Social Care – Hackney Council
- Children and Family Court Advisory and Support Service (CAFCASS)
- Children and Young People's Services - Hackney Council
- City of London Corporation – Children and Community Services
- City of London Police Service
- East London NHS Foundation Trust
- Hackney Council for Voluntary Service
- Hackney Homes
- Hackney Learning Trust
- Homerton University Hospital NHS Foundation Trust
- London Probation Trust
- Metropolitan Police Service
- NHS City and Hackney Clinical Commissioning Group

4.9 The Board has recruited primary / secondary schools representatives and Lay Members to the Board.

4.10 The lead members in both Hackney and the City of London act as 'participant observers' of the Board in line with statutory requirements.

4.11 Contact details for individual members of the Board can be found [here](#).

#### **4.12 Membership criteria**

4.13 The criteria for members is outlined in *Working Together to Safeguard Children* (2015). Members of an LSCB should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- speak for their organisation with authority;
- commit their organisation on policy and practice matters; and
- hold their own organisation to account and hold others to account.

4.14 The CHSCB expects members to have full authority to act and make commitments on their agency's behalf. For this reason, the CHSCB expects membership of statutory agencies to be at Chief Executive / AD level or at the equivalent level within agencies.

#### **4.15 Member responsibilities**

4.16 Members have a duty to contribute to the effective work of the CHSCB for example, in making the CHSCB's assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation.

4.17 The lead member is a 'participating observer' of the LSCB. The lead member should routinely attend meetings as an observer and receive all its written reports. Lead members should engage in discussions, ask questions and seek clarity, but not be part of the decision making process. This will enable the lead member to challenge, when necessary, from a well-informed position.

#### **4.18 Frequency of Board meetings**

4.19 The Board meets quarterly and the dates, times and venues of the meetings are available from the Board Coordinator (contact details [here](#)).

4.20 All CHSCB members are expected to attend Board meetings and should notify the Safeguarding Board Coordinator if they are not able to attend. Attendance of agencies at Board meetings is published in the CHSCB Annual Report.

4.21 The quorum for a Board meeting is a minimum of 6 statutory partners present.

#### **4.22 Confidentiality**

4.23 All agendas, minutes and other documentation and all proceedings of the Board and sub-groups should be treated as confidential. They may only be shared with the agreement of the Independent Chair of the CHSCB.

## 5. The CHSCB Executive & Sub-Groups

- 5.1 Both the City of London and the London Borough of Hackney operate an Executive group, chaired by the Independent Chair of the CHSCB.
- 5.2 The Executive groups include chairs of sub-committees established by the Board and representation from other key statutory partners.
- 5.3 The functions of both Executive groups are to drive the work of the Board as defined within the CHSCB business plan and to oversee the work of the sub groups and any working groups that are in operation.
- 5.1 The following standing sub-groups are in operation;
- Quality Assurance sub-group
  - Training and Development sub-group
  - Serious Case Review sub-group
  - Child Death Overview Panel
- 5.2 Each sub-group is comprised of a multi-agency membership and is chaired by individual members of the CHSCB. Their purpose is to assist the CHSCB in fulfilling its statutory its objectives and functions
- 5.3 CHSCB members should ensure there is a representative from their agency at all sub-group meetings that are relevant to their organisation (the organisational membership of each sub-group is agreed by the Board). The dates, times and venues of the meetings are available from the Board Coordinator (contact details [here](#)).
- 5.4 The CHSCB also leads on a number of working groups that are set up in response to specific issues. An operational forum also meets regularly engaging key front-line staff and managers in
- 5.5 The roles of the individual sub-group are outlined briefly below:
- **Quality Assurance sub-group** – undertakes multi-agency case reviews, oversees production of Annual Report and monitors effectiveness of safeguarding arrangements in partner agencies.
  - **Training and Development sub-group** – responsible for development of multi-agency training programme and evaluating the provision of single-agency safeguarding children training. Oversees implementation of the Communication Strategy.
  - **Serious Case Review sub-group** – considers whether cases meet the criteria for a Serious Case Review (SCR), does initial scoping for terms of reference of SCRs and monitors implementation of action plans arising from SCR recommendations.
  - **Child Death Overview Panel** – makes recommendations of preventative measures for child deaths.
- 5.6 The terms of reference for each sub-group can be found in the CHSCB [Constitution](#).



## **6. Accountability**

- 6.1 Whilst the CHSCB has a role in co-ordinating 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.
- 6.2 Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services. The CHSCB does not have a power to direct other organisations.

## **7. Funding**

- 7.1 The CHSCB has a pooled budget, made up of contributions from statutory members of the Board. The budget is monitored by the Board Manager. The monetary contributions by agencies are reviewed on an annual basis.

## **8. Communication**

- 8.1 If you are new member to the Board / or a sub-group, please ensure you provide the CHSCB Coordinator with your contact details including email address, telephone /mobile number and work address. Contact details for the team can be found [here](#).
- 8.2 Agendas and minutes are sent to the Board and sub-groups approximately a week before each meeting. Other notices are also communicated via email or the [website](#).
- 8.3 Members should ensure that a link to the CHSCB website is placed on their agency's internal and external websites.

## CHSCB membership agreement – for Board members

Name:

Title:

Agency:

I agree to fulfil the following responsibilities of a Board member:

- Attend all Board meetings or sub-groups where appropriate and delegate an appropriate colleague in my absence where necessary.
- Read all papers before meeting and bring own copies of papers to meeting.
- Disseminate and communicate CHSCB reports, policies and procedures and training where appropriate within my agency.
- Bring key safeguarding issues to the attention of the Chair.
- Support the work of the CHSCB by identifying people within my agency to join sub-groups as required.
- Contribute to development and implementation of the CHSCB Business Plan and Annual Report.
- Ensuring safeguarding and promoting welfare of children and young people is embedded within my agency.
- Ensure that a link to the CHSCB website is placed on my agency's website (internal and external where appropriate).
- Ensure that there is adequate knowledge, good skills base, suitable resources and accessible training for staff within my agency
- Contribute to the development of robust and effective monitoring and performance functions and open organisational practice to scrutiny.
- Challenge and question the practice of members and my agency for the improvement of safeguarding.
- Cooperate with the Serious Case Review process and ensure appropriate action is taken within my agency to complete work in a timely manner and to the standard required.
- Take action arising from Serious Case Reviews deemed necessary to improve safeguarding standards within my agency and between agencies.
- Ensure my agency makes an appropriate contribution to the budget of the CHSCB
- Respect confidentiality of information shared by the Board and partner agencies.
- Notify the CHSCB in due course if my membership ceases and inform the CHSCB of my replacement.

Signature:

Date: