



## **HOB Area Safeguarding Children Forum**

### **Terms of Reference**

**Chair:** Children, Young People and Families Directorate – Social Care –  
Yvette Waide

**Vice Chair:** Nursing Programme Manager HOB t PCT – Marianne Bullen

**Purpose:**

To effectively safeguard and promote the wellbeing of children and Young People

**Core Function:**

1. To work together to continuously improve the safeguarding arrangements by undertaking the key activities set out in the Area Safeguarding Children Forum implementation plan
2. To facilitate local multi agency training as outlined in the implementation plan
3. To lead and Champion local safeguarding activities
4. To promote understanding and raise awareness that Safeguarding is everyone's business
5. To generate local discussion and enthusiasm on delivering the Safeguarding agenda to keep children safe
6. Work to be undertaken by task and finish groups as and when required

**Role of Executive Group:**

1. To meet initially bi monthly to take responsibility review and monitor progress of the implementation plan
2. To agree priority actions against core business and agree the agenda for each forum meeting
3. To agree any local initiatives and establish appropriate task and finish groups
4. To monitor the impact of local safeguarding initiatives
5. To monitor attendance, agency representation and impact of local training programmes
6. To review and agree membership of the forum annually and to take actions as necessary

**Frequency:**

The Forum meet monthly, following Birmingham Safeguarding Children Board Meeting and the executive group will meet on a bi monthly basis.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Area Safeguarding Children Forum is accountable to the Birmingham Safeguarding Children Board. The Chair of the Area Safeguarding Children Forum will provide a quarterly and annual report for the information of the Birmingham Safeguarding Children Board outlining progress on the Area Safeguarding Children Forum implementation plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

<u>Safeguarding Organisation and Role</u>	<b>Executive Group Member</b>
1. Children, Young People & Families Directorate – Children’s Services	Yes
2. Children, Young People & Families Directorate – Education	Yes
3. HOB T PCT	Yes
4. West Midlands Police	Yes
5. Birmingham Children’s Hospital	Yes
6. Birmingham & Solihull Mental Health Trust	N/A
7. Sure Start (six localities)	N/A
8. Family Welfare Association	N/A
9. West Midlands Probation	N/A
10. Sandwell & Birmingham NHS Trust x 2	N/A
11. Community Paediatrician	N/A
12. CYP&F – PAT Team	N/A
13. Sandwell & Birmingham Hospital Trust – Consultant Paediatrician	N/A
14. South Birmingham PCT	N/A



## **North East Area Safeguarding Children Forum**

### **Terms of Reference**

**Chair:** Director of Nursing and Community Services – Sandra Rote

**Vice Chair:** Children, Young People & Families Directorate, Asst Head of Child Protection & Review – Elaine Webster

**Purpose:**

To effectively safeguard and promote the wellbeing of children and Young People

**Core Function:**

1. To work together to continuously improve the safeguarding arrangements by undertaking the key activities set out in the Area Safeguarding Children Forum implementation plan
2. To facilitate local multi agency training as outlined in the implementation plan
3. To lead and Champion local safeguarding activities
4. To promote understanding and raise awareness that Safeguarding is everyone's business
5. To generate local discussion and enthusiasm on delivering the Safeguarding agenda to keep children safe
6. Work to be undertaken by task and finish groups as and when required

**Role of Executive Group:**

1. To meet initially bi monthly to take responsibility review and monitor progress of the implementation plan
2. To agree priority actions against core business and agree the agenda for each forum meeting
3. To agree any local initiatives and establish appropriate task and finish groups
4. To monitor the impact of local safeguarding initiatives
5. To monitor attendance, agency representation and impact of local training programmes
6. To review and agree membership of the forum annually and to take actions as necessary

**Frequency:**

The Forum meet monthly, following Birmingham Safeguarding Children Board Meeting and the executive group will meet on a bi monthly basis.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Area Safeguarding Children Forum is accountable to the Birmingham Safeguarding Children Board. The Chair of the Area Safeguarding Children Forum will provide a quarterly and annual report for the information of the Birmingham Safeguarding Children Board outlining progress on the Area Safeguarding Children Forum implementation plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

<u>Safeguarding Organisation and Role</u>	<b>Executive Group Member</b>
1. North Birmingham Primary Care Trust	Yes
2. Children, Young People & Families Directorate – Children’s Services	Yes
3. West Midlands Police	Yes
4. Good Hope Hospital	Yes
5. Children, Young People & Families Directorate - Education	Yes
6. Birmingham Women’s Aid	N/A
7. Home Start	N/A
8. West Midlands Probation - East	N/A
9. West Midlands Probation - North	N/A
10. Eastern Birmingham PCT	N/A
11. South Birmingham PCT	N/A
12. Stepping Stones	N/A
13. Birmingham Children’s Hospital - CAMHS	N/A
14. Heartlands Hospital NHS Trust	N/A
15. Birmingham & Solihull Mental Health Trust	N/A
16. NSPCC	N/A
17. North Youth Offending Team	N/A
18. Eastern Birmingham PCT	N/A



## **South Area Safeguarding Children Forum**

### **Terms of Reference**

**Chair:** Children, Young People and Families Directorate –Social Care -  
George Faulder

**Vice Chair:** Lead Safeguarding professional Primrose Hill Community  
School and Citywide Co-ordinator Safeguarding, Nurture and  
Resilience project for Education Services - Rebecca Gilbert

**Purpose:**

To effectively safeguard and promote the wellbeing of children and Young  
People

**Core Function:**

1. To work together to continuously improve the safeguarding arrangements by undertaking the key activities set out in the Area Safeguarding Children Forum implementation plan
2. To facilitate local multi agency training as outlined in the implementation plan
3. To lead and Champion local safeguarding activities
4. To promote understanding and raise awareness that Safeguarding is everyone's business
5. To generate local discussion and enthusiasm on delivering the Safeguarding agenda to keep children safe
6. Work to be undertaken by task and finish groups as and when required

**Role of Executive Group:**

1. To meet initially bi monthly to take responsibility review and monitor progress of the implementation plan
2. To agree priority actions against core business and agree the agenda for each forum meeting
3. To agree any local initiatives and establish appropriate task and finish groups
4. To monitor the impact of local safeguarding initiatives
5. To monitor attendance, agency representation and impact of local training programmes
6. To review and agree membership of the forum annually and to take actions as necessary

**Frequency:**

The Forum meet monthly, following Birmingham Safeguarding Children Board Meeting and the executive group will meet on a bi monthly basis.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Area Safeguarding Children Forum is accountable to the Birmingham Safeguarding Children Board. The Chair of the Area Safeguarding Children Forum will provide a quarterly and annual report for the information of the Birmingham Safeguarding Children Board outlining progress on the Area Safeguarding Children Forum implementation plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

<u>Safeguarding Organisation and Role</u>	<b>Executive Group Member</b>
1. Children, Young People & Families Directorate – Children’s Services x 2	Yes
2. Children, Young People & Families Directorate – Education x 2	Yes
3. West Midlands Police	Yes
4. South Birmingham PCT	Yes
5. West Midlands Probation	N/A
6. South Birmingham College	N/A
7. Home Start – (2 localities)	N/A
8. Birmingham Children’s Hospital	N/A
9. Birmingham & Solihull Mental Health	N/A
10. South Birmingham PCT	N/A
11. Birmingham Children’s Hospital – CAMHS	N/A
12. Birmingham Women’s Hospital Trust	N/A
13. Named GP South Birmingham PCT	N/A
14. Birmingham & Solihull Connexions	N/A
15. NSPCC	N/A
16. Family Welfare Association	N/A
17. Early Years	N/A
18. 870 House	N/A
19. Middlemore Family Centre	N/A
20. Sure Start	N/A
21. Birmingham Women’s Aid	N/A



## **Development Policy and Procedure Sub-Group**

### **Terms of Reference**

**Chair:** Children, Young People and families Directorate - Education -  
John Smail

**Vice Chair:** Good Hope Hospital - Consultant Paediatrician - Dr. Steve  
Bennett Britton

**Purpose:**

The group are responsible for the development, prioritisation and provision of multi-agency policy and procedures to safeguard and promote the well being of children as defined in Implementation Plan.

**Core Functions:**

1. To develop BSCB policy and procedure for approval by the full board.
2. To publish duly approved policy and procedures for member agency implementation.
3. To review and modify, as required, existing BSCB procedures.
4. To ensure that key recommendations from Serious Case Reviews, Child Death Reviews, and other learning are reflected in BSCB procedures.
5. To consider, develop, and review BSCB policy statements as required.
6. To provide a level of available scrutiny to individual agency procedures where requested or required by the board.
7. To advise BSCB of any known requirements for new procedures or policy.
8. To engage with other Groups and the Area Safeguarding Children forum as required in relation to the above functions.

**Frequency:**

The Group will be convened on 10 to 14 half-day meetings per year. Members will also be invited to attend other information sharing events arranged by the BSCB.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Chair will be responsible for provision of quarterly and annual reports for the Birmingham Safeguarding Children Board detailing progress against the priorities set out in the Development Policy and Procedures Implementation Plan.

**Membership:**

Core members will be represent child protection staff from the Children, Young People and Families Directorate, Health, and Police. The BSCB nominated Procedures Writer (currently from CYP&F) will be a permanent member. Additional members will be appointed at the discretion of the sub-committee chair. The Chair will provide a nominated administrator.

**Safeguarding Organisation and Role**

- 1. Children Young People & Families - Lead Officer for Schools and Education Services**
- 2. Consultant Paediatrician**
- 3. West Midlands Police**
- 4. Social Care Procedure Writer**
- 5. Assistant Head of Child Protection**
- 6. Named Nurse/Head of Child Protection Support Service**
- 7. Named Nurse for Safeguarding Children & (A) Assistant Head of Service**



## **Missing Children & Young People Sub-Group**

### **Terms of Reference**

**Chair:** Children, Young People and Families Directorate – Tina Wakfer

**Vice Chair:** The Children's Society - Simon Cottingham

**Purpose:**

To develop and support the implementation of an inter agency strategy for reducing the number of children and young people who go missing from care or home or from services required to promote welfare and protect from harm.

To ensure the co-ordination of services to identify and track missing children to enable the targeting of support services for children and families that will protect the child from harm and promote their welfare

**Core Function:**

1. To reduce the number of children and young people who go missing from care and home
2. To ensure that the needs of missing children are promoted in all children's services and that all agencies are aware of and carry out their responsibility to missing children effectively
3. To review and monitor procedures and protocols to ensure that agencies work together effectively and consistently to safeguard and promote the welfare of missing children
4. To engage and integrate children and young people to work with the BSCB Missing Children sub group and incorporate their views into future planning review, and delivery of services to missing children
5. To analyse missing children data to identify patterns and trends to inform policy development and partnership working to improve outcomes for missing children
6. To undertake specific tasks, consistent with the missing person group criteria, as defined by the Birmingham Safeguarding Children Board to support implementation of the business plan

**Definitions of Missing**

Any child whose whereabouts are unknown whatever the circumstances of disappearance. Any such child will be considered

missing until located and their safety established.

Any child not known to be receiving the statutory input from universal services. Any such child will be considered missing until there is evidence of sustainable uptake of the statutory service

Any child not in receipt of a targeted or specialist service where assessment has indicated such a service is required to safeguard and promote the child's welfare. Any such child will be considered missing until there is evidence of sustained uptake of that service or a revised assessment of need indicates it is no longer required.

**Frequency:**

The Group meets monthly, following Birmingham Safeguarding Children Board Meeting.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Chair will be responsible for provision of quarterly and annual reports for Birmingham Safeguarding Children Board detailing progress against the priorities set out in the Missing Children and Young People Implementation Plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

<b><u>Safeguarding Organisation and Role</u></b>
<b>1. Birmingham Children, Young People &amp; Families Directorate – Specialist Services</b>
<b>2. Birmingham Children, Young People &amp; Families Directorate – Targeted Services</b>
<b>3. West Midlands Police</b>
<b>4. The Children's Society</b>
<b>5. Barnardo's</b>
<b>6. Connexions</b>
<b>7. Health – Safeguarding</b>
<b>8. Health – Information Management</b>
<b>9. Programme Manager – Information Sharing and Assessment</b>
<b>10. Immigration Service</b>
<b>11. Youth Offending Service</b>
<b>12. Housing</b>



## **Quality Assurance & Audit Sub-Group**

### **Terms of Reference**

**Chair:** West Midlands Police – Superintendent - Simon Cross

**Vice Chair:** Children, Young People & Families Directorate - Asst Head of Child Protection & Review – George Faulder

**Purpose:**

To facilitate programme of Audit and Scrutiny and evaluate the effectiveness of local arrangements to safeguard and promote the wellbeing of children

**Core Function:**

1. To co-ordinate a programme of self-audit and scrutiny as defined within the Quality Assurance and Audit implementation plan
2. To monitor the implementation and compliance with Serious Case Review action plans to ensure lessons are learnt
3. To present recommendations and audit finding to the Birmingham Safeguarding Children Board, highlighting identified training needs and areas for policy development
4. To appraise the Children and Young Peoples Board of issues of strategic importance identified through the audit and scrutiny programme

**Frequency:**

The Group meets monthly, following Birmingham Safeguarding Children Board Meeting.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Chair will be responsible for provision of quarterly and annual reports for Birmingham Safeguarding Children detailing progress against the priorities set out in the Quality Assurance & Audit Implementation Plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

**Safeguarding Organisation and Role**

1. **Birmingham & Solihull Mental Health Trust**
2. **Connexions**
3. **Children, Young People & Families Directorate - Education**
4. **NSPCC**
5. **Children, Young People & Families Directorate – Social Care**
6. **South Birmingham PCT**
7. **West Midlands Probation Service**
8. **West Midlands Police**
9. **Birmingham & Solihull Children’s Hospital Trust**



## **Serious Cases Sub-Group**

### **Terms of Reference**

**Chair:** Designated Doctor, Child Protection (Anne Aukett)

**Vice Chair:** NSPCC – Sandra Lescott-Robinson

**Purpose:**

The Group will be responsible for fulfilling the statutory duty of Birmingham Safeguarding Children Board in respect of Serious Case Reviews and to identify from their findings where improvements are required in individual agency and multi agency working to effectively safeguard children.

**Core Function:**

1. To review all child deaths to determine whether a case review under Part VIII of working together are required
2. To commission Serious Case Reviews
3. To produce an Executive Summary with SMART recommendations and action plans on individual cases for implementation by safeguarding agencies
4. To work closely with Quality Assurance & Audit Group and Training Steering Group to ensure that Serious Case Review recommendations are fully implemented and agencies are able to evidence that lessons are learnt
5. To consider published reports of enquiries into child deaths and matters of major public concern and to produce briefing papers for the Birmingham Safeguarding Children Board identifying practice and procedural implications
6. To produce an annual report for the Safeguarding Board on key themes and emerging trends.
7. To recommend to BSCB the changes necessary to implement Chapter 7 of Working Together in relation to all Child Deaths.

**Frequency:**

The Group meets monthly, following Birmingham Safeguarding Children Board Meeting.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Chair will be responsible for provision of quarterly and annual reports for Birmingham Safeguarding Children detailing progress against the priorities set out in the Serious Case Implementation Plan.

**Membership:**

Designated senior managers from the below safeguarding agencies.

**Safeguarding Organisation and Role**

1. Designated Doctors
2. Designated Nurse
3. Head of Child Protection and Review – CYP+FD
4. Head of Education Welfare Service (or nominee) – CYP+FD
5. NSPCC – Designated Senior Manager
6. West Midlands Police – Designated Senior Manager
7. West Midlands Probation – Designated Senior Manager
8. Youth Offending Service – Designated Senior Manager
9. Legal Services
10. CEMACH Representative



## **Training Steering Group**

### **Terms of Reference**

**Chair:** Birmingham Safeguarding Children Board, Safeguarding Partnership Training Co-ordinator (Kuldeep Kanwal)

**Vice Chair:** Children, Young People & Families Directorate, Asst Head of Child Protection & Review (Elaine Webster)

### **Purpose**

The Group will be responsible for the development and implementation of Birmingham Safeguarding Children Board Training Strategy.

### **Core Function**

1. To ensure the effective delivery of multi-agency training as defined within the Birmingham Safeguarding Children Board Training Implementation Plan
2. To continuously develop and review Birmingham Safeguarding Children Board Training Strategy and to ensure that the Training Strategy adheres to the principles of Best Value
3. To ensure training needs are identified and are met within the context of local and national policy and practice development.
4. To continue to develop a tiered approach that delivers high quality multi agency training on the key priority areas defined within the Birmingham Safeguarding Children Board Business Plan.
5. To inform the planning and commissioning of multi-agency training.
6. For members of the Steering Group to deliver, facilitate, disseminate and evaluate training on Lessons learnt from Serious Case Reviews
7. To facilitate training recourses to enable Area Safeguarding Children Forum to deliver local multi-agency training.

8. To ensure the continuous improvement of multi-agency training programmes and ensure programmes/s meet the needs of agencies/professionals.
9. To promote awareness of the Birmingham Safeguarding Board programme maximising the use of the Safeguarding Newsletter, plasma screen and Iscb website etc.

### **Frequency**

The Group meets monthly, following Birmingham Safeguarding Children Board Meeting.

To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

### **Accountability**

The Chair will be responsible for provision of quarterly and annual reports for Birmingham Safeguarding Children detailing progress against the priorities set out in the Training Implementation Plan.

In order to ensure core representation, there is a rolling two yearly review of Chair of the Steering Group.

### **Membership**

Designated senior managers from the below safeguarding agencies.

<b><u>Safeguarding Organisation and Role</u></b>
<b>1. Birmingham Safeguarding Children Board</b>
<b>2. Birmingham Drug Action Team</b>
<b>3. Children, Young People and Families Directorate – Social Care</b>
<b>4. Children, Young People and Families Directorate – Education</b>
<b>5. West Midlands Police</b>
<b>6. Heart of Birmingham Teaching Primary Care Trust (HOBT PCT)</b>
<b>7. Birmingham &amp; Solihull Mental Health Trust</b>
<b>8. South Birmingham PCT</b>
<b>9. North/ East Birmingham PCT</b>

*Reference: Working Together Guidance To Safeguard Children 2006*



## **Young People who are Sexually Exploited and Abused Sub-Group**

### **Terms of Reference**

**Chair:** Carol Douch: Head of Child Protection and Review Children Young People and Families Directorate

**Vice Chair:** Debbie Southwood: Children's Service Manager Barnardos

#### **Purpose:**

The group are responsible for ensuring effective partnership working of key agencies to work with children and young people who are at risk of or who are being sexually exploited.

#### **Core Functions:**

1. To recognise the problem of young people under the age of 18 who are being coerced sexually exploited and abused
2. To work with these young people as victims of abuse
3. To collate statistical information in relation to prevalence
4. To increase awareness of all partner agencies of the key issues and the available service provision through training and dissemination of information
5. To act as a consultative forum
6. To target specific groups of young people for intervention to prevent them from becoming sexually exploited
7. To work proactively to assist in the investigation and prosecution of those who coerce, exploit and abuse children
8. To engage with other Groups and the Area Safeguarding Children forum as required in relation to the above functions.

#### **Frequency:**

The Group will be convened on a monthly basis and at least 10 meetings take place a year. Members will also be invited to attend other information sharing events arranged by the BSCB. To ensure consistency in work and the effective functioning of this group each representative should nominate an appropriate replacement only in the event of a prolonged unavoidable

member absence. A minimum attendance at meetings requirement of 80% is applied for designated officers to ensure the group can fulfil its function.

**Accountability:**

The Chair will be responsible for provision of quarterly and annual reports for Birmingham Safeguarding Children detailing progress against the priorities set out in the Young People who are Sexually Exploited and Abused plan.

**Membership:**

The BSCB will ensure that there are core agency representatives from Children Young People and Families Directorate, Police, Youth Offending Service, voluntary sector. Additional members will be appointed at the discretion of the sub-committee chair. The Chair will provide a nominated administrator.

**Safeguarding Members Organisation and Role**

<b>Name</b>	<b>Agency</b>
Carol Douch	Birmingham Social Care and Health
Debbie Southwood	Birmingham SPACE
Debbie Higgins	Outreach
Nicola Scott- Moylan	EWS Pupil Watch
Tracey Johnson	Youth Offending Service
Paul Gibbons	Healthy Gay Life
DCI Gary Campbell	West Midlands Police
Alison Cook	Safe Project
Sandra Swain	Family Support Manager
Barbara Timms	Liaison Nurse LAC
Val Thompson	Birmingham Social Care and Health
Karen Rees	Named Nurse Child Protection
Janet Astle	Admin Support