

**Safeguarding and Professional Practice Sub-Group**

**Terms of Reference**

**Purpose**

This group will enable The Working Together to Safeguard Children – The Bradford Partnership (hereby referred to as the Bradford Partnership) to co-ordinate the development of policies, procedures and guidance for safeguarding and promoting the welfare of children and young people in Bradford. The group will analyse the implications of national multi-agency policies, procedures, guidance or research findings in terms of the need to develop any additional local policy, procedures or guidance.

**Remit**

1. To receive, review, agree, develop and plan the implementation of policies and procedures for safeguarding and promoting the welfare of children and young people in Bradford.
2. To assure that all learning and improvement arising from serious case reviews, multi-agency challenge panels and audits is processed into practice, policies and procedures.
3. Propose action to resolve issues arising from changes to national law, guidance or research that requires a multi-agency response to address changes to practice, policy or procedures.
4. Develop local protocols on key issues of concern, as agreed/ directed by the Bradford Partnership Senior Leadership Group or it’s Partnership Group.
5. Ensure there is agreement and understanding across agencies about operational practice in relation to each new policy, procedure, guidance or research findings and work with them to facilitate the translation into practice.
6. Contribute to the development and updating of the West Yorkshire Safeguarding Procedures through the West Yorkshire Consortium.
7. Standard Agenda item: horizon scanning to assist with workflow and update with policy changes.

**Accountability**

The Sub Group is accountable to the Bradford Partnership. This Sub Group is responsible for the signing-off of policies and protocols which will then be sent the Partnership for note.

**Membership**

The agencies forming the core membership of the Group are:

* Children’s Social Care
* NSPCC
* Clinical Commissioning Groups
* Bradford District Care NHS Foundation Trust
* Youth Offending Team
* Bradford Safeguarding Children Board
* Bradford Teaching Hospitals NHS Foundation Trust
* West Yorkshire Police
* Bradford Council Safeguarding and Reviewing Unit
* Barnardo’s (Young Lives)
* Clinical Commissioning Groups

*Note that the previous Terms of Reference say that the group should also include the following; the group will need to determine whether these are still required and recruit accordingly:*

* Senior Adult Protection Co-ordinator, Adult S
* Disabled Children’s Champion
* Airedale NHS FT
* Domestic Abuse Lead Officer
* Education: Special School Head
* Education Support Services / Bradford Partnership Education Safeguarding Lead

The Group may co-opt additional or specialist members as required for the purposes of specific issues.

As the Sub Group will be responsible for the signing off of policies and protocols, agencies must ensure that their representative has autonomy to sign-off document.

The current list of named representatives is shown at appendix 1

**Operational arrangements**

* The Chairperson will already be a member of the Bradford Partnership and the sub-group will select a deputy from the sub-group members.
* Meetings will be regarded as quorate or otherwise, in the light of material to be considered and decisions to be taken, at the discretion of the Chair.
* Standing meetings of this Sub Group will be held bi-monthly and additionally as required.
* Administrative support will be provided by the Bradford Partnership Business Unit. Agendas and associated papers will be circulated at least 7 days in advance of the meeting.

**Voice of the child**

The Bradford Partnership is committed to listening to the views of children and young people who use services and benefit from our protocols. We will involve them wherever possible in identifying needs and in planning, developing and improving policy and training.

**Reporting and Governance Arrangements**

Through its chair the Sub Group will:

* Provide a highlight report to each (quarterly) meeting of the Bradford Partnership
* Review the business/work plan annually
* Produce an annual report which will be incorporated into the Bradford Partnership Annual Report
* Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the Board

**Dispute**

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Chair will draw this to the attention of the Bradford Partnership Independent Chair and Scrutiny Lead for appropriate action and the Bradford Partnership Escalation Policy for Resolving Professional Disagreements will be invoked.

**Revised Draft: 30th October 2019**

**Date to be reviewed:**

**Appendix 1**

**Current agency representation**

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| --- | --- | --- |
| **Organisation** | **Role** | **Name** |
| Children’s Social Care | Chair / Deputy Director | Stefan Chapleo |
| Airedale NHS FT | Vice Chair / Named Nurse | Jo Newman |
| BDC FT | Named Nurse | Alison Wright |
| Youth Offending Team | Interim Service Manager | Sarah Griffin |
| Prevent & Early Help | Head of Service | Lisa Brett |
| The Bradford Partnership | Deputy Business Manager | Lawrence Bone |
| The Bradford Partnership | Project & Comms Officer | Helen Kahn (link with Comms & Engagement) |
| The Bradford Partnership | Learning & Development Co-ordinator | Julie Evans (link with L&I) |
| Children’s Social Care | Principal Social Worker | Traci Taylor |
| BTH FT | Named Midwife | Eileen McArdle-Robinson |
| West Yorkshire Police | DCI, Safeguarding | Steve Greenbank |
| Safeguarding and Reviewing Unit | Head of Service: QA, Safeguarding & Reviewing | Amandip Johal |
| Barnardo’s (Young Lives) | Service Manager | Deborah Buxton |
| BTH FT | Named Nurse | Vicky Cotter |
| CCGs | Deputy Designated Nurse | Amanda Robinson |
| Education | Head Teacher, Horton Grange |  |
| VCS Bradford YMCA | Service Manager | Leanne Ashworth |

An option to co-opt members as appropriate for specific pieces of work was agreed.

**Deputies**

In exceptional circumstances, where a member is unable to attend, another appropriate person may attend in their stead. The Vice-chair may deputise for the Chair.