

Bolton
Safeguarding
Children

Bolton
Vision

BOLTON'S SAFEGUARDING HEALTH AND WELLBEING CHILDREN'S BOARD

TERMS OF REFERENCES

BOLTON'S SAFEGUARDING HEALTH AND WELLBEING CHILDREN'S BOARD

TERMS OF REFERENCE

SAFEGUARDING STATEMENT

Bolton Safeguarding, Health and Well-being Board's primary aim is to co-ordinate and ensure the effectiveness of what is done by each of the Board's partners, individually and collectively, for the purpose of safeguarding and promoting the well-being of children and young people in Bolton.

The Board, via the Safeguarding Executive, will lead on all relevant statutory duties in accordance with the Children Act 2004, The Local Safeguarding Children Boards Regulations 2005, Working Together 2006 and other appropriate legislation and guidance.

The Board, via the Health and Well-being Executive, will lead a non-statutory approach to promoting and improving the health and well-being of children in Bolton.

The Board's broader remit has been agreed in accordance with Working Together (2006) guidance which enables local areas to expand and develop the role and functions of their Safeguarding Children's Board, where the core business of protecting children is deemed to be strong.

VALUES AND PRINCIPLES

Bolton Safeguarding, Health and Well-being Board understands that discrimination can consist not just of actions taken by a person or organisation but also of actions not taken, neglect, or services provided which do not meet the needs of members of different social groups. Furthermore, discrimination can be unwitting and will exist no matter how good the intentions of the individual or organisation.

Therefore in carrying out both its statutory and non-statutory duties Bolton Safeguarding, Health and Well-being Board will examine and evaluate its own policies and practices, and call to account those of its members, to guard against disadvantaging any section of the local community.

In addition to this the Board will consider and take forward the following issues in the course of carrying out their statutory and non-statutory role:-

Prevention and Intervention
Consultation, Involvement and Participation of Children, Young People and their Corers
Social Inclusion

ROLE AND FUNCTION

To ensure that organisations discharge their statutory duties and responsibilities in respect of safeguarding children and young people.

To support the Director of Children's Services in discharging his/her responsibilities in relation to safeguarding, ie to co-ordinate and ensure the effectiveness of board members' activities for the purpose of safeguarding and promoting the welfare of children in Bolton.

To ensure that key officer members representing statutory bodies identified in Section 11 of the Children Act 2004 are accountable for their own agency's compliance with their statutory duties to safeguard children and young people.

To work with the Children and Young People's Partnership (C&YPP) and the Health and Wellbeing Partnership (H&WP) and other fora as appropriate on the statutory duties of the Board.

To lead and facilitate on the two outcomes:-

- being safe
- being healthy

and contribute to the three outcomes:

- achieving and enjoying,
- economic wellbeing and
- making a positive contribution.

To ensure that each organisation has a performance management system in place to evidence that they discharge their functions in a way which safeguards children and young people and contributes to national and local outcomes.

To monitor performance across organisations in relation to safeguarding children and young people and the Board's statutory duties.

To contribute to the joint inspection and assessment of children's services.

To ensure that safeguarding health and wellbeing forms an appropriate part of the Local Delivery Plan (LDP), Children and Young People's Plan and other strategic plans and monitor implementation.

To develop proposals and make recommendations to the C&YPP and H&WP for joint commissioning and service redesign in respect of the delivery of safeguarding health and wellbeing services for children and young people, in order to continuously improve those services and the outcomes.

To develop and maintain a strong and evolving network of effective partnership working between all stakeholders, including the involvement of children, young people and their carers in the work of the Board.

To ensure that effective interagency policies and procedures to protect children and young people are developed.

Establish a system for reviewing and investigating child deaths and undertaking case reviews, as determined in Working Together, and ensure that lessons are learnt and that families are provided with appropriate support.

To ensure interagency co-operation in safeguarding and promoting the welfare of children and young people who are privately fostered.

To raise awareness with the wider community of the need to safeguard children and young people and promote their welfare.

FREQUENCY OF MEETINGS

Every two months.

PARTICIPATION AT MEETINGS

Membership

Membership of the Board will be first and second tier officers from the following organisations:-

Health - Hospital Trust, Mental Health Trust, PCT, GP
Police, Probation, Community Safety, CAFCASS
Children's Services, Education and Social Care
Housing
Schools – Secondary, Primary & Special
Learning Skills Council
Hindu Forum
Bolton Council of Mosques
Council for Voluntary Services
Catholic Children's Rescue Society
Representatives from other partnerships as appropriate

Chairs of Executive Sub-Committees

Advisors

Advisors are not members of the Board, rather their role is to provide expertise and advice to Board Members on issues relating to safeguarding children. Advisors should be of an appropriately senior level within their own organisation. Advisors should be sought from:

Local Authority Children's Services Child Protection Coordinator
Local Authority Children's Legal Services
Primary Care Trust Child Protection Designated Nurse
Primary Care Trust Designated Doctor

Elected Members And Non-Executive Directors

The Local Authority Elected Member for Children's Services and Non-Executive Directors of other Board partners are not members of the Board but may attend Board Meetings. Their role is to scrutinise and hold to account the decisions, activities and actions of Bolton Safeguarding Health & Wellbeing Board in their efforts to ensure children are safeguarded and their health and wellbeing is promoted.

SUPPORT STRUCTURE

Two Executive Sub Committees

- i) Safeguarding Executive
- ii) Health and Wellbeing Executive.

Membership

2nd and 3rd tier officers from organisations represented on the Board and additional relevant bodies as determined by the Chair.

Frequency of Meetings

6 weekly.

i) SAFEGUARDING EXECUTIVE

Outcomes Framework Document

- Stay Safe

Scope

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination

- Safe from crime and anti-social behaviour in and out of school
- Have security, stability and are cared for

Membership

LA Children's Services (SSD)

Education

Culture

Probation

Youth Offending Team

Police

Hospital Trust

Designated Doctor

PCT

Plus other organisations as appropriate

ii) HEALTH AND WELLBEING EXECUTIVE

Outcomes Framework Document

- Be Healthy

Scope

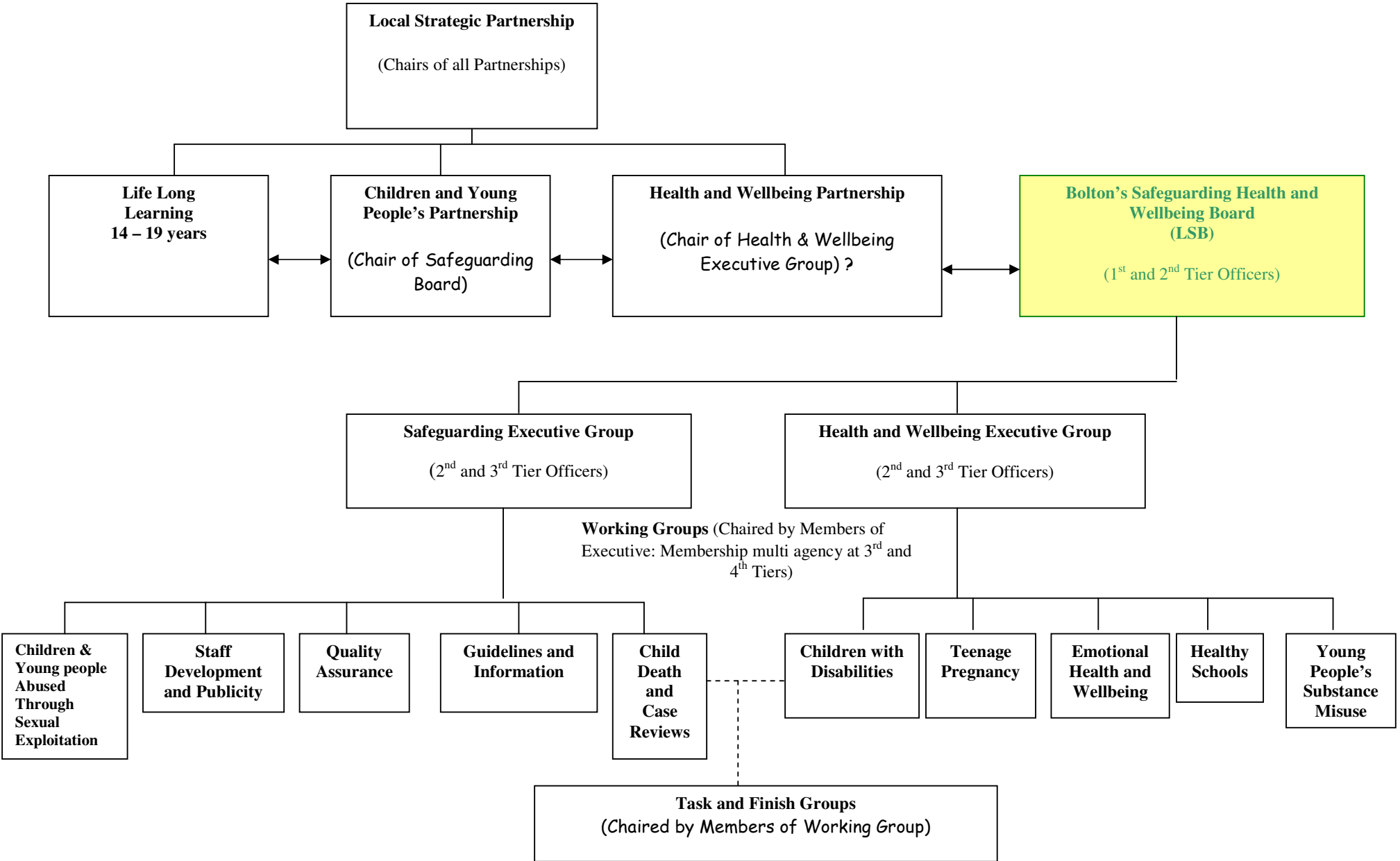
- Physically healthy
- Mentally and emotionally healthy
- Sexually healthy
- Healthy lifestyles
- Choose not to take illegal drugs

Membership

PCT : Community Paediatrician
 : Emotional Health and Well-being Development manager
 : Assistant Director Children & Young People's Services
 : Assistant Director Children's Services, PCT
 : Healthy Schools coordinator
 : Teenage Pregnancy Coordinator
 : Paediatrician (Hospital Trust)
 : Maternity Services
 : Social Care
 : Education
 : Housing
 and other representatives (to be determined)

July 2006

BOLTON SAFEGUARDING HEALTH AND WELL-BEING BOARD ORGANISATIONAL STRUCTURE



SAFEGUARDING EXECUTIVE

TERMS OF REFERENCE

Membership of the Executive will be second and third tier officers from organisations represented on the Board and additional relevant bodies as determined by the Chair.

FREQUENCY OF MEETINGS

6 weekly

OUTCOMES FRAMEWORK DOCUMENT

- 'Staying Safe'

SCOPE

- Safe from maltreatment, neglect, violence, emotional abuse and sexual exploitation which includes:-
 - Children abused and neglected within families.
 - Children abused outside families by adults known to them.
 - Children abused and neglected by professional carers within an institutional setting or anywhere children are cared for away from home.
 - Child abused by strangers.
 - Children and young people who display sexually abusive behaviour.
 - Children and young people who are at risk of/abused through prostitution.
- Domestic Violence issues which have an impact on children.
- Parental substance misuse.
- Links with MAPPPA.
- Bichard/CRB/Disclosure issues.
- Safe from crime and anti social behaviour in and out of school.
- Have security, stability and are cared for.

MEMBERSHIP

Local Authority Children's Services
Education & Culture
Probation
Youth Offending Team
Police
Hospital Trust
Primary Care Trust - Designated Doctor
- Designated Nurse
Substance Misuse

Plus other organisations as appropriate.

ROLE AND FUNCTION

On behalf of the Bolton Safeguarding Health & Wellbeing Board the Safeguarding Executive will be responsible for the following tasks:-

- To contribute to the Annual Report and the Business Plan.
- To undertake Serious Cases Reviews and to ensure that any lessons learnt from the case are understood and acted upon.
- To develop and agree local policies and procedures for inter-agency work to safeguard and promote the welfare of children, within the framework of national guidance.
- To ensure that the appropriate sub groups are in place and are functioning appropriately to deliver the tasks outlined in the Business Plan.
- To provide a comprehensive multi-agency training programme and to support single agency training on safeguarding children to ensure staff working with children have the appropriate skills and knowledge to safeguard and promote the welfare of children.
- To ensure that the Child Protection Conference process is managed appropriately and operates effectively.
- To ensure that financial contributions are made and that accurate records of budgeting arrangements are recorded and provided.
- To audit and evaluate member agencies compliance to the Statutory 11 Guidance of the Children Act 2004.
- To put into place objectives, national and local performance indicators for safeguarding, and to provide reports on the outcomes.
- To raise awareness within the wider community of the need to safeguard children and their welfare and to explain how the wider community can contribute to these objectives.

REPORTING ARRANGEMENTS

The chair will report verbally to the Safeguarding Health and Well-being Board on the actions and progress of the Safeguarding Executive.

Where required the Safeguarding Executive will submit reports and recommendations to the Board and other relevant partners, to improve and develop inter-agency working in respect safeguarding and protecting children in Bolton.

CHAIR

The Safeguarding Executive will be chaired by the Assistant Director, Children and Families, Bolton Children's Services Department. In their absence the Executive will be chaired by the nominated deputy.

15.03.06

HEALTH & WELL BEING EXECUTIVE

TERMS OF REFERENCE

Membership of the Health and Well-being Executive will consist of senior staff from appropriate organisations, who have the ability, on behalf of their own organisation, to take forward relevant actions on behalf of Bolton's Safeguarding Health and Well-being Board.

FREQUENCY OF MEETINGS

6 weekly

OUTCOMES FRAMEWORK DOCUMENT

- 'Be Healthy'

SCOPE

Enjoying good physical and mental health and living a healthy lifestyle which includes:

- Promoting health and wellbeing
 - Childhood screening
 - Immunisations
 - Delivering universal health promoting activities
- Healthy lifestyles
 - Breast feeding
 - Healthy diet and exercise
 - Social and emotional wellbeing
 - Avoiding smoking, using volatile substances and other drugs
 - Minimising alcohol intake
- Mentally and emotionally healthy including:
 - Eating disorders
 - Self harm
- Sexually healthy
 - Teenage pregnancy
 - Sexually transmitted disease
 - Contraceptive services
 - Sexual health and relationships
 - Homophobia

- Environmental issues
 - Reducing road traffic accidents
 - Safe play opportunities

For all of the above categories, particular consideration will be given to children in special circumstances, for example Looked After Children and care leavers; children who have been excluded from school, truanting or otherwise missing from school; children from some ethnic minorities and refugee or asylum-seeking children; children experiencing homelessness

MEMBERSHIP

Director of Public Health
 Community Paediatrician
 Hospital Paediatrician
 Emotional Health and Wellbeing Development Manager
 Assistant Director Children and Young People's Services
 Healthy School Co-Ordinator
 Teenage Pregnancy Co-Ordinator
 Divisional Manager for Women's, Children's and Outpatients Services, Royal Bolton Hospital
 Head of Family Support Service, Children and Families, Children's Services
 Head of Community Housing, Bolton Community Homes
 Secondary Teacher Representative
 Primary Teacher Representative
 Head of Service, Access and Inclusion, Children's Services

Plus other organisations co-opted as appropriate.

ROLE AND FUNCTION

On behalf of the Bolton's Safeguarding Health and Wellbeing Board, the Health and Wellbeing Executive will be responsible for ensuring that Bolton maximizes the opportunity for all children and young people to enjoy good physical and mental health and promotes healthy lifestyle choices.

- To formulate the business plan for and on behalf of the Safeguarding Health and Wellbeing Board in relation to '*Be Healthy*'
- To ensure appropriate local needs assessment in relation to children's health and wellbeing
- To identify local priorities and share related information, research, reports etc, with the Safeguarding Health and Wellbeing Board, the Children and Young People's Strategic Partnership and any other relevant partnership which may benefit from that information
- To provide appropriate information for the Annual Performance Assessment and JAR process, as required, in relation to the '*Be Healthy*' outcome
- To contribute to the Board's annual report documenting progress made in relation to agreed objectives

- To agree and develop local guidance, where appropriate, that promotes the health and wellbeing of all children and young people
- To ensure that the appropriate sub groups are in place and are functioning so as to deliver specific tasks as identified in the business plan.
- To identify and monitor the progress of work in other parts of the Children's Partnership (and other partnerships in the LSP) which have a bearing on the 'Be Healthy' outcome
- To ensure that financial contributions are made and that accurate budgeting arrangements are recorded and provided.
- To raise awareness within the wider community of the need to promote the physical and emotional health and wellbeing of children and young people in Bolton and to explain how the wider community can contribute to those objectives
- To monitor local implementation of the National Service Framework for Children Young People and Maternity Services
- To support and promote the further development of the Childrens Trust arrangements for responding to the needs of Children with Disabilities to ensure that disabled children, young people and their families receive the care, health, education and equality of opportunities to maximise their potential in order to grow up safe, secure and healthy and able to contribute positively to their communities and society as a whole'.

REPORTING ARRANGEMENTS

The chair will report verbally to the Safeguarding Health and Well-being Board on the actions and progress of the Health and Well-being Executive.

Where required the Health and Well-being Executive will submit reports and recommendations to the Board and other relevant partners, to improve and develop inter-agency working in respect of the health and well-being of children in Bolton.

CHAIR

The Health and Well-being Executive will be chaired by the Director of Public Health, Bolton PCT. In their absence the Executive will be chaired by the nominated deputy.

26.06.2006

SUB GROUPS OF THE BOLTON SAFEGUARDING HEALTH AND WELLBEING BOARD

GUIDELINES

TERMS OF REFERENCE

- To renew and update the Child Concern Handbook and supporting guidance ensuring that it:
 - Reflects national guidance and recommendations.
 - Reflects local need.
 - Responds to recommendations from local and national serious cases reviews.
- To report to the Safeguarding, Health and Wellbeing Board and any suggested changes in guidance including reasons for change.
- To ensure that the Child Concern Handbook and supporting guidance is disseminated through all agencies.
- That the Guidelines sub committee inform Staff Development Sub Committee of any changes to the Handbook and Guidance so that it may be reflected in multi agency training.

MEMBERSHIP

The Guidelines Sub-Group should include a cross section of representatives from the following agencies:-

Children's Services, Education – Principal Education Social Worker
Children's Services, Positive Contributions – Development Manager
Children's Services Social Care – Head of Service Child Protection and Leaving Care
Early Years and Childcare Team - Manager
Greater Manchester Police – Detective Chief Inspector, Family Support
Legal Services, Bolton Council – Senior Lawyer
Primary Care Trust – Health Visitor
Primary Care Trust – Designated Safeguarding Nurse
Primary Care Trust – Consultant Paediatrician (Designated Doctor)
Royal Bolton Hospital – Senior Nurse Safeguarding Children
Safeguarding Board Officer
Voluntary Sector, Bolton CVS – Development Worker
Youth Offending Team, Court and Remand Team – Operational Manager

Plus other organisations co-opted as appropriate.

CHAIR

The Guidelines Sub-Group will be chaired by a nominated member of the Safeguarding Executive of Bolton's Safeguarding, Health and Well-being Board.

REPORTING ARRANGEMENTS

The chair will report verbally to the Safeguarding Executive on the actions and progress of the Guidelines Sub-Group.

The Guidelines Sub-Group will develop policies, procedures and guidance on behalf of the Safeguarding Board, through the Safeguarding Executive. to improve inter-agency working and processes.

FREQUENCY OF MEETINGS

The Guidelines Sub-Group shall meet every eight weeks.

QUALITY ASSURANCE

TERMS OF REFERENCE

- Audit and review the effectiveness of inter-agency processes operated within Bolton's Child Concern Model
- Report the outcomes and recommendations from the auditing process to the Safeguarding Executive
- Monitor, evaluate and report on the implementation of inter-agency recommendations relating to the Child Concern model to the Safeguarding Executive
- Identify and highlight positive inter-agency practice

MEMBERSHIP

The Quality Assurance sub-group should comprise a cross section of representatives from the following agencies:

Children's Services, Education – Principal Education Social Worker or Safeguarding Officer
Children's Services, Social Care – Business Development Manager
Children's Services Social Care – Head of Service Child Protection and Leaving Care
Primary Care Trust – Consultant Paediatrician (Designated Doctor)
Primary Care Trust – Designated Safeguarding Nurse
Royal Bolton Hospital – Head of Nursing (Named Nurse) or Senior Nurse
Safeguarding Children
Salford University, Health Care and Social Work – Senior Lecturer
Safeguarding Board Officer

Plus other organisations co-opted as appropriate.

CHAIR

The Quality Assurance Sub-Group will be chaired by a nominated member of the Safeguarding Executive of Bolton's Safeguarding, Health and Well-being Board.

REPORTING ARRANGEMENTS

The chair will report verbally to the Safeguarding Executive on the actions and progress of the Quality Assurance sub-group.

Where required the Quality Assurance sub-group will submit audit reports and recommendations to improve inter-agency processes.

FREQUENCY OF MEETINGS

The Quality Assurance sub-group shall meet every eight weeks.

STAFF DEVELOPMENT AND PUBLICITY

TERMS OF REFERENCE

- To commission and review, annually, the Multi-agency Training Programme
- To evaluate and audit delivery of the Multi-agency Training Programme
- To monitor and review use and effectiveness of the Staff Care Scheme
- Support staff research via the allocation of small grants
- To co-ordinate and deliver a range of publicity material as directed by the Safeguarding Board

MEMBERSHIP

The Staff Development and Publicity Sub-group should comprise a cross section of representatives from the following agencies:

Children's Services, Social Care – Multi-Agency training Officer
Children's Services, Education – Principal Education Social Worker or Safeguarding Officer
Children's Services, Positive Contributions – Development Manager
Children's Services Staff Development – Team Leader
Early Years – Training Co-ordinator
Greater Manchester Police, Family Support – Detective Sergeant
Greater Manchester Probation – Senior Probation Officer
Housing, Homeless Welfare – Manager
Primary Care Trust – Designated Nurse Safeguarding
Royal Bolton Hospital – Senior Nurse Safeguarding Children
Safeguarding Board Officer
Voluntary Sector, Bolton CVS – Development Worker
Voluntary Sector, Bolton Lads & Girls Club – Manager

Plus other organisations co-opted as appropriate.

CHAIR

The Staff Development and Publicity sub-group will be chaired by a nominated member of the Safeguarding Executive of Bolton's Safeguarding, Health and Well-being Board.

REPORTING ARRANGEMENTS

The chair will report verbally to the Safeguarding Executive on the actions and progress of the Staff Development and Publicity sub-group.

Where required the Staff Development and Publicity sub-group will submit reports and recommendations to improve inter-agency processes in respect of training and publicity.

SEXUAL EXPLOITATION STEERING GROUP

TERMS OF REFERENCE

- To develop and monitor the implementation of the strategy for prevention of sexual exploitation of young people in Bolton.
- To ensure the Operational Group is able to function effectively.
- To ensure services are accessible to young people at risk of sexual exploitation.
- To inform Staff Development of the training needs of the agencies in Bolton.

TASKS

1. To contribute to the Safeguarding Health and Wellbeing Board business plan.
2. To translate national guidance and local recommendations.
3. To ensuring policies and procedures were up to date.
4. To ensure mechanisms were in place to identify and share information in relation to young people at risk of sexual exploitation.

MEMBERSHIP

Children's Services, Education – Principal Education Social Worker
Children's Services, Leaving Care – Team Leader
Children's Services, Social Care - Head of Service Child Protection & Leaving Care
Connexions - Manager
Drugs Action Team – Strategy Manager
Greater Manchester Police – Superintendent Partnership and Performance
Greater Manchester Probation – District Manager
Housing – Manager Homeless Welfare
Primary Care Trust – Designated Nurse Safeguarding
Urban Outreach - Manager
Youth Offending Team - Manager

SEXUAL EXPLOITATION OPERATIONAL GROUP

TERMS OF REFERENCE

- To contribute to the implementation of the strategy for prevention of sexual exploitation of young people in Bolton in line with national and local guidance.
- To help raise awareness of the risk posed to vulnerable young people through sexual exploitation via group members acting as consultants within their own agency and across services.
- To help reduce the numbers of young people sexually exploited by supporting and contributing to CiN, Child Protection and Care Plans for young people known to be at risk of exploitation.
- To safeguarding of young people at risk of sexual exploitation by contributing to the assessment of and response to risk taking behaviour
- To share information with relevant agencies to ensure those who are involved in the exploitation of vulnerable young people are prevented from doing so.
- To inform the Steering Group and the Safeguarding Health and Wellbeing Group of:
 - a. the numbers of young people known to be at risk of sexual exploitation.
 - b. emerging themes arising from information shared at the operational group.
 - c. the training and support needs of staff working with vulnerable young people.
 - d. information regarding service provision and resources required for effective reduction in the number of young people sexually exploited.
 - e. any joint working initiatives of operational group members promoting safeguarding.

MEMBERSHIP

Adult Services, Community Safety – Operations Manager
Children’s Services 360° - Manager
Children’s Services 360° - Team Leader
Children’s Services, Advice and Assessment – Deputy Manager
Children’s Services, Advice and Assessment – Head of Service
Children’s Services Education Social Work – Manager
Children’s Services Leaving Care – Aftercare Worker
Children’s Services Leaving Care – Team Leader
Children’s Services Residential Services – Service Manager
Children’s Services Social Care – Conference and Review Officer
Children’s Services Social Care – Head of Service Child Protection and Leaving Care
Children’s Services Social Care – Senior Social Worker Assessment and Therapy
Children’s Services Social Care – Team Leader Assessment and Therapy
Connexions – Personal Advisor
Connexions – Personal Advisor Team Leader
Greater Manchester Police, Family Support – Detective Inspector/Constable
Greater Manchester Police, Family Support – Detective Constable
Greater Manchester Probation – Senior Probation Officer
Housing, Homeless Welfare – Manager
Housing, Homeless Welfare – Senior Officer
Primary Care Trust – Designated Nurse Safeguarding
Primary Care Trust – Named Nurse Safeguarding
Primary Care Trust - School Nurse
Reach Out – Outreach Worker
RU’rNA – Outreach Worker
Urban Outreach - Manager
Voluntary Sector, Bolton Lads & Girls Club – Manager
Youth Offending Team – Operational Manager
Youth Offending Team - Parenting Officer

21.06.2006

SERIOUS CASE REVIEW PANEL

TERMS OF REFERENCE

The Serious Case Review Panel, on behalf of Bolton's Safeguarding Health and Well-being Board, will

- Consider the need for a Serious Case Review, in accordance with the relevant criteria and make the necessary recommendations to the Chair of the Bolton Safeguarding, Health and Well-Being Board
- Determine the scope for each Serious Case Review undertaken
- Commission Individual Management Reviews
- Commission Bolton's Safeguarding, Health and Well-being Board Overview Report
- Translate report recommendations into action plans and report any outcomes and recommendations to Bolton Safeguarding Health and Well-being Board via the Chair of the Serious Case Review Panel.

MEMBERSHIP

The Serious Case Review Panel should include, as a minimum, senior officers from:-

Primary Care Trust - Designated Nurse Safeguarding
Royal Bolton Hospital – Head of Nursing (Named Nurse)
Greater Manchester Police – Detective Chief Inspector Head of Family Support
Greater Manchester Probation – District Manager
Children's Services Social Care – Head of Service Child Protection and Leaving
Care
Children's Services Legal Division – Senior Lawyer

Other individuals may be identified and co-opted as required to become members of the Panel.

CHAIR

Bolton Safeguarding Health and Well-being Board shall nominate a Chair for the Serious Case Review Panel.

This will be reviewed biennially by the Board.

FREQUENCY OF MEETINGS

The Serious Case Review Panel will convene as directed by the Chair of the Panel.

REPORTING AND MONITORING ARRANGEMENTS

The Chair of the Serious Case Review Panel will present the findings of the Overview Report to Bolton's Safeguarding, Health and Well-being Board.

The Safeguarding Executive will be responsible for monitoring organisations compliance with Serious Case Review recommendations and advising the Board of progress.