

Torbay Safeguarding Children Board

Operational Guidance

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VERSION: V2

Keeping children safe is everyone's responsibility

Introduction

This Operational Guidance is to describe how the Torbay Safeguarding Board (TSCB) operates through its Board, Executive, sub groups and office and pursues the priorities outlined in the business plan.

The TSCB Board

The Board of the TSCB meets four times a year. Its main role is to bring together all agencies identified in Working Together 2013 as well as the Lead Member and to focus in-depth on particular areas and bring forward recommendations. These proposals are progressed through the Executive, sub groups or through the appropriate agencies of the TSCB.

The priority areas for the Board to consider come from case audits, serious case reviews, national and local safeguarding priorities, in-depth reviews, work of the subgroups and consultation with children and young people all of which informs the business plan.

A significant number of people on the Board also sit on sub groups or / and are members of the Executive.

The Board is responsible for devising and approving the business plan and one meeting a year is devoted to this. This meeting also includes all members of the sub groups.

Members of the Board have a standing invite to attend the Executive and receive full papers, minutes and an Executive summary of any decisions made.

All Board and Executive minutes and summaries are published on the TSCB website and communicated to all agencies via the TSCB E-bulletin issued bi-monthly.

The Executive

The Executive of the TSCB consists of all the statutory agencies of the Board as well as the Lead Member for Safeguarding and Wellbeing. In addition it is attended by the Chairs of the Serious Case Review (SCR), Training, Learning and Development (TLD), Quality Assurance (QA) and Child Sexual Exploitation Strategy (CSE) sub groups.

The Executive has the responsibility for oversight of the work of the Board which includes monitoring of the work of the sub groups, receiving and considering findings from serious case reviews, case audits and regular performance reports indicating the effectiveness or otherwise of multi-agency safeguarding arrangements.

It is also responsible for overseeing the funding of the TSCB and the delivery of the business plan.

The implementation of the recommendations of the in-depth reviews by the Board will be tracked by the TSCB Business Unit and regularly reported to the Executive.

The Executive aims to be a place where effective challenge between agencies can happen and a dedicated time has been identified in each meeting for agencies to raise issues and challenge one another.

Sub Groups

The TSCB has four sub groups that directly report to the Executive. These are the SCR, Training, QA and CSE. All the Chairs sit on the Executive and report regularly on the work of their group.

In addition there is a Peninsula Health Group as well as a Child Death Overview Panel and On-line Safety group that report regularly to the Executive.

SCR Subgroup

The SCR subgroup organises case reviews that are approved by the TSCB Chair and oversees the reports which are brought to the Executive and develop recommendations and also action plans from these. They are also responsible for tracking and ensuring the completion of these actions arising from the SCR's and will report regularly to the TSCB on this

The SCR subgroup considers all cases that are brought to them and make recommendations to the TSCB Chair as to whether they should be SCRs or handled in another way.

The SCR group monitor the SCRs produced nationally and consider what lessons might be learnt from these and bring recommendations to the Executive as appropriate.

Working with the Training and QA subgroups, the SCR subgroup consider how frontline practitioners learn the lessons from serious case reviews and other the key findings.

QA Subgroup

The QA group is responsible for organising regular case audits.

The case audits are quarterly and focus on key themes identified by the QA subgroup. These form the evidence for the TSCB in-depth reviews and are also used to gain views from children and young people and their families.

The QA subgroup is also responsible for designing and gathering performance information which informs the Board on the effectiveness of multi-agency practice. The subgroup highlight particular areas of concern which it wants the Executive to focus on.

The QA subgroup also has responsibility creating and refreshing inter-agency protocols and procedures which arise from practice, SCRs, audit or other national developments.

Training, Learning and Development Sub Group

The Training subgroup oversees the delivery of training by the TSCB and also evaluates its impact as well as the quality.

Some of what is provided by the Board is routine refresher training whilst other aspects of the programme are regularly refreshed depending on the priorities of the Board and issues identified through SCRs, audit or national initiatives.

The Training subgroup has a role in quality assuring the training provided by single agencies and ensuring this is made available to the appropriate staff. In addition they monitor the level of attendance at training events by different agencies.

The Training sub group help develop on-line resources through the website to support level 1 and 2 training as well as supplement other parts of the programme.

They report regularly to the Executive about the above as well as working closely with the other sub groups to understand areas of possible training need.

Other Sub groups

The Torbay Education Support Service (TESS) was created in August 2014. Its role is to support schools and colleges in their safeguarding activities including through the provision of training as well as overseeing the activities of the education social workers working with schools and the CAMHS tier 2 service. This group is supported by a designated officer within the Local Authority who will have a responsibility for the section 157/175 audit as well as individual engagement with schools where there are specific issues in relation to safeguarding

Similarly the Peninsula Health sub group was formed in August 2014. Its role is to look at how effective safeguarding practice is developed across health agencies as well as take on particular issues for the Boards and to look at ways these can be tackled.

The Peninsula Child Death Overview Panel sub group reports on a quarterly basis to the Boards and produces an annual report that comes to the Executive. Its function is to look at all deaths of children and to look at what things might be learnt from these and what needs to be changed or done differently to reduce child deaths in the future.

The Peninsula On-line Safety sub group reports to the Executive and aims to raise awareness of on-line abuse, its link to CSE and how best to protect children from such abuse.

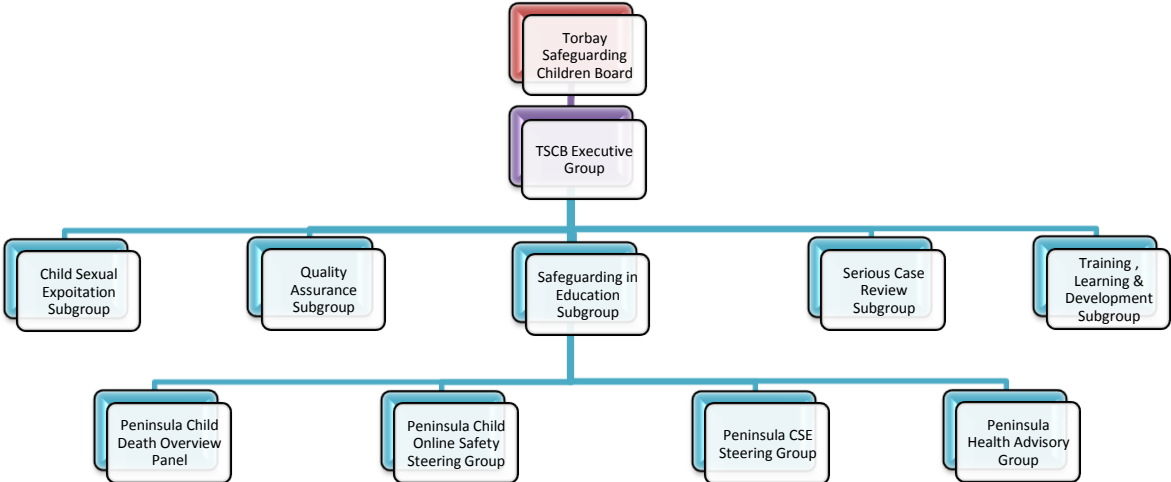
TSCB Business Unit

The role of the TSCB Business Unit is to facilitate the work of the Board. The business unit staff support and minute meetings of the Board, its Executive and sub groups. In addition staff support the TSCB Chair, and the audit activity as well as the Serious Case Reviews.

The staff maintain the website and produce regular newsletters and other communications. The Business Manager oversees the activities of the TSCB working closely with the TSCB Chair and has a particular responsibility for preparing the annual report and business plan.

The Business Manager tracks the key outstanding actions of the Board and ensures that these are regularly reviewed by the TSCB Executive.

TSCB Structure Chart



TSCB Programme of Activity for 2015

Month	Date	Meeting	Action / Agenda items
January 2015	14 th	TSCB Executive	
	21 st	D/TSCB SCR subgroup	
	22 nd	CSE Strategic subgroup	
	TBC	MACA	Early Help
	27 th	Best Practice Forum	
	28 th	Training subgroup	

February 2015	2 nd	E-bulletin	Prepare for circulation on 2 nd March
	5 th	QA subgroup	
	18 th	TSCB Executive	

March 2015	11 th	TSCB Meeting	Early Help
	11 th	DTSCB SCR subgroup	
	25 th	Training subgroup	

April 2015	1 st	E-bulletin	Prepare for circulation on 5 th May
	2 nd	Quality Assurance Subgroup	
	8 th	TSCB Executive	
	TBC	MACA	Looked After Children
	23 rd	CSE Subgroup	

May 2015	13 th	D/TSCB SCR subgroup	
	20 th	TSCB Executive	
	27 th	Training subgroup	
	28 th	QA Subgroup	

June 2015	1 st	E-bulletin	Prepare for circulation on 1 st July
	10 th	TSCB Meeting	Looked After Children

July 2015	1 st	TSCB Executive	
	8 th	D/TSCB SCR Subgroup	
	15 th	Training subgroup	
	16 th	CSE Subgroup	
	TBC	MACA	Working with Sexual Abuse
	23 rd	QA subgroup	

August 2015	3 rd	E-bulletin	Prepare for circulation on 7 th September
	12 th	TSCB Executive	

September 2015	2 nd	Training subgroup	
	2 nd	D/TSCB SCR Subgroup	
	9 th	TSCB Meeting	Working with Sexual Abuse
	16 th	TSCB Executive	
	17 th	QA subgroup	

October 2015	5 th	E-bulletin	Prepare for Circulation on 2 nd November
	8 th	CSE Subgroup	
	TBC	MACA	CSE
	21 st	Training subgroup	

November 2015	4 th	TSCB Executive	
	4 th	D/TSCB SCR Subgroup	
	12 th	QA Subgroup	

December 2015	1 st	E-bulletin	Prepare for circulation on 6 th January
	2 nd	Training subgroup	
	9 th	TSCB Board Meeting	CSE
	16 th	TSCB Executive	