

OXFORDSHIRE SAFEGUARDING CHILDREN BOARD

Constitution

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1. Context

- 1.1 This constitution has been drawn up to reflect the requirements and expectations of LSCBs as set out in:
- *The Children Act 2004*
 - *The Local Safeguarding Children Board Regulations 2006,*
 - *Working Together to Safeguard Children (2015)*
 - *Ofsted Single Inspection Framework (2015)*
- 1.2 The 2004 Act placed a duty on local authorities to establish a Local Safeguarding Children Board (LSCB) for their area. Regulation 5 of the 2006 Regulations sets out the functions of the LSCB in relation to the objectives described in the 2004 Act.
- 1.3 Working Together to Safeguard Children (Department for Education, 2015), gives a clear framework for LSCBs to monitor the effectiveness of local services for children and their families, including early help.
- 1.4 The Ofsted single inspection framework will evaluate the effectiveness of the LSCB in meeting its statutory functions. Inspectors will use a four-point scale of outstanding, good, inadequate and requires improvement to judge the LSCB.
- 1.5 The constitution for the Oxfordshire Safeguarding Children Board (OSCB) incorporates these requirements and expectations, set in a local context.

2. Statutory Objectives and Functions

- 2.1 Section 13 of the Children Act 2004¹ requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on the LSCB.
- 2.2 The **statutory objectives** of LSCBs as set out in Section 14 of the Children Act 2004 are:
- a) To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area;
 - b) To ensure the effectiveness of what is done by each person or body for those purposes.
- 2.3 The **functions** in relation to the above objectives are described in Regulation 5 of the Local Safeguarding Board Regulations 2006² as:
- a) Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
 - i. The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention
 - ii. Training of persons who work with children or services affecting the safety and welfare of children
 - iii. Recruitment and supervision of persons who work with children
 - iv. Investigation of allegations concerning persons who work with children
 - v. Safety and welfare of children who are privately fostered
 - vi. Co-operation with neighbouring children's services authorities and their Board partners
 - b) Communicating to persons and bodies in the area of the authority 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
 - c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve
 - d) Participating in the planning of services for children in the area of the authority
 - e) Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

- 2.4 Regulation 5(2) covers the functions of the LSCB relating to serious case reviews and regulation 6 those that relate to the LSCB Child Death functions. These are covered in the terms of reference for the Child Death Overview Panel in Section 12 of this constitution.
- 2.5 Regulation 5(3) provides that an LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.
- 2.6 In order to fulfill its statutory function under regulation 5 the OSCB will use data and, as a minimum:
- a) Assess the effectiveness of the help being provided to children and families, including early help
 - b) Assess whether LSCB partners are fulfilling their statutory obligations
 - c) Quality assure practice, including joint audits of case files involving practitioners and identifying lessons to be learned; and
 - d) Monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children
- 2.7 The OSCB will provide training and make clear to organisations where improvement is needed. Board partners will retain their own existing line of accountability for safeguarding.

3. Governance and Accountability

- 3.1 OSCB holds itself accountable by the way it is structured, the specific roles of some of its members as set out in statutory guidance and through the public documents it produces that set out its intentions.
- 3.2 OSCB will appoint an independent chair that can hold all agencies to account. The Chair is directly accountable to the Chief Executive of the County Council, but will work closely with all OSCB partners, and particularly with the Director of Children's Services for Oxfordshire.
- 3.3 The Chair will publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in Oxfordshire. The annual report will be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report will be submitted to the Chief Executive for Oxfordshire County Council, the Leader of Oxfordshire County Council, the Police and Crime Commissioner and the Chair of the Health and Wellbeing Board, alongside other chief officers across the partnership. Wider dissemination of the annual report will be achieved through presentation to the County Council, the Children and Young People's Scrutiny Committee and the annual Safeguarding Summit to which chief officers of all partner agencies are invited. Board members are encouraged to disseminate the annual report across their own organisations.
- 3.4 The report will provide a rigorous and transparent assessment of the performance and effectiveness of local services. It will identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action. The report will include lessons from serious case reviews undertaken within the reporting period.
- 3.5 The Chair is subject to an annual appraisal, to ensure the role is undertaken competently and that the post holder retains the confidence of the OSCB members.
- 3.6 The Director of Children's Services for Oxfordshire is required to sit on the main Board of OSCB as this is a pivotal role in the provision of children's social care in Oxfordshire. This post holder has a responsibility to make sure that the OSCB functions effectively and liaises closely with the Independent Chair.
- 3.7 The ultimate responsibility for the effectiveness of the OSCB rests with the Leader of Oxfordshire County Council. The Chief Executive of the Council is answerable to the Leader
- 3.8 The Lead Member for Children's Services is the Councillor elected locally with responsibility for making sure that the local authority fulfills its legal responsibilities to safeguard children and young people. The Member

contributes to OSCB as a participating observer and is not part of the decision-making process.

- 3.9 The OSCB is intended to adopt a scrutiny and challenge role. In undertaking this role it needs a robust relationship with those partnership bodies that take responsibility for strategic commissioning and operational delivery of services to children and young people in Oxfordshire. To this end there are protocols to secure reciprocal scrutiny and challenge with such bodies as: the Oxfordshire Children's Trust; the Health and Well-Being Board and; the Community Safety Partnerships. Section 6 of this document provides further detail on the OSCBs relationships with other partnership bodies.

4. Members

- 4.1 Membership of Local Safeguarding Children Boards is defined in Chapter 3 of *Working Together to Safeguard Children 2015*. Members are required to be of sufficient seniority to be able to
- Speak for their organisation with authority
 - Commit their organisation on policy and practice matters
 - Hold their organisation to account
- 4.2 The OSCB membership is drawn from each of the agencies or organisations as out below:
- Oxfordshire County Council services for education, early intervention, social care, youth offending, adult services, legal services and public health
 - The District Councils of Cherwell, Oxford City, West Oxfordshire, South Oxfordshire and Vale of White Horse
 - Thames Valley Police
 - Thames Valley Community Rehabilitation Company
 - The National Probation Service
 - Oxfordshire Clinical Commissioning Group
 - NHS England - Area Team
 - Oxford University Hospitals NHS Trust
 - Oxford Health NHS Foundation Trust
 - Children and Families Court Advisory and Support Service
 - Voluntary sector representation
 - Education representation – including schools’ representation
 - Military representation
- 4.3 In addition, OSCB will be supported through the appointment of at least 2 Lay Members. These appointments will be for a fixed term through a formal selection process with performance reviewed annually and continuation subject to a satisfactory appraisal.
- 4.4 The lead member for Children’s Services at the Oxfordshire Council will contribute to the OSCB as a participating observer.
- 4.4 Representatives of the organisations listed in paragraph 4.2 above can be members of the OSCB Board, OSCB Executive, any agreed sub groups, as described in the constitution or task groups established when OSCB agrees its annual Business Plan.
- 4.5 Membership of all groups will be reviewed and agreed annually. Nominated representatives for all OSCB groups will be published on the OSCB web site (www.OSCB.org.uk)

4.6 The OSCB Independent Chair

- a) The OSCB will be chaired by an Independent Chair, who is accountable directly to the Chief Executive of Oxfordshire County Council for the effectiveness of the work of the OSCB.
- b) The Independent Chair will be recruited by a multi-agency panel of statutory members of the OSCB and will serve a minimum two-year term at which point their tenure will cease and a further selection process will commence which may include the current Chair if they so wish.
- c) The performance of the Independent Chair will be reviewed annually by the partnership. -The formal opinions of OSCB members will be sought as part of this review.
- d) The Independent Chair must ensure the continued confidence of all members in maintaining the independence of OSCB.
- e) The Independent Chair or their representative will be a member of the Children's Trust

4.7 OSCB Scrutiny of Membership

- a) All OSCB members, apart from serving police officers, will be required to demonstrate they have a current (i.e. not more than three years old) satisfactory DBS check. It is expected that any necessary checks will be undertaken by the member's organisation. It will be a requirement that organisations will, in confidence, inform the Independent Chair of findings within their member's DBS check that may place in doubt their suitability to be a member of OSCB.
- b) Information arising from such checks is confidential; except that the Independent Chair of the OSCB will be alerted to the identity of individuals whose checks have indicated that they may not be suitable to be a member of OSCB. Those individuals can be required to resign with immediate effect or, in the case of potential members, not be allowed to take on membership.
- c) The final decision following an opportunity to make representations and due process shall rest with the Independent Chair.
- d) If an OSCB member misses two consecutive meetings without sending apologies, then the Independent Chair, on behalf of the OSCB, will write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the chief executive of that agency requiring a permanent replacement.
- e) Attendance at OSCB meetings and sub-groups will be reported at least annually as part of publishing the OSCB Annual Report.
- f) All OSCB members will be subject to an annual appraisal of performance by the Independent Chair

5. Structure

5.1 OSCB will discharge its statutory functions and deliver its strategic priorities through the groups as described below, and the establishment of short term task and finish groups. Terms of reference for these groups are included in this constitution in Section 12.

5.2 Board

The Board is responsible for effectively identifying priorities according to local issues and demands. It must ensure there is evidence of clear improvement priorities identified that are incorporated into its business plan that will improve safeguarding outcomes for children and young people. Its membership comprises senior representatives from all agencies responsible for child protection arrangements in Oxfordshire.

5.3 Area Safeguarding Groups (ASG)

The Area Safeguarding Groups meet termly. They take place in the north, south and city areas and aim to channel the strategic priorities of OSCB and ensure they are understood and implemented at an operational level.

5.4 Child Death Overview Panel (CDOP)

The OSCB is charged under the Children's Act 2004 to establish a Child Death Overview Panel, which includes a rapid response function and the CDOP. The rapid response process is a group of key professionals who come together for the purpose of enquiring into, and evaluating, the unexpected death of a child. Professionals involved in this process provide initial support to the family and help to inform the subsequent CDOP review process.

CDOP undertakes reviews of all child deaths in Oxfordshire, and disseminates learning to all agencies. The Panel collects and analyses information to identify any trends and matters of concern. An Annual Report is prepared and presented to the OSCB Board

5.5 Child Sexual Exploitation Working Group

The Child Sexual Exploitation (CSE) Group meets quarterly. It is a multi-agency group responsible for the strategic overview of work with services and interventions and ensures that agencies work effectively together to address this form of child abuse in order to prevent child sexual exploitation in the future as well as to support victims and their families.

5.6 Disabled Children's Working Group

The group views a child/young person's disability within a social model of disability, recognising that disabled people are disabled not by their impairment but by social factors and attitudes that can create safeguarding barriers and increase risks of abuse and neglect. The subgroup uses the definition of disability enshrined in the Disability Discrimination Act.

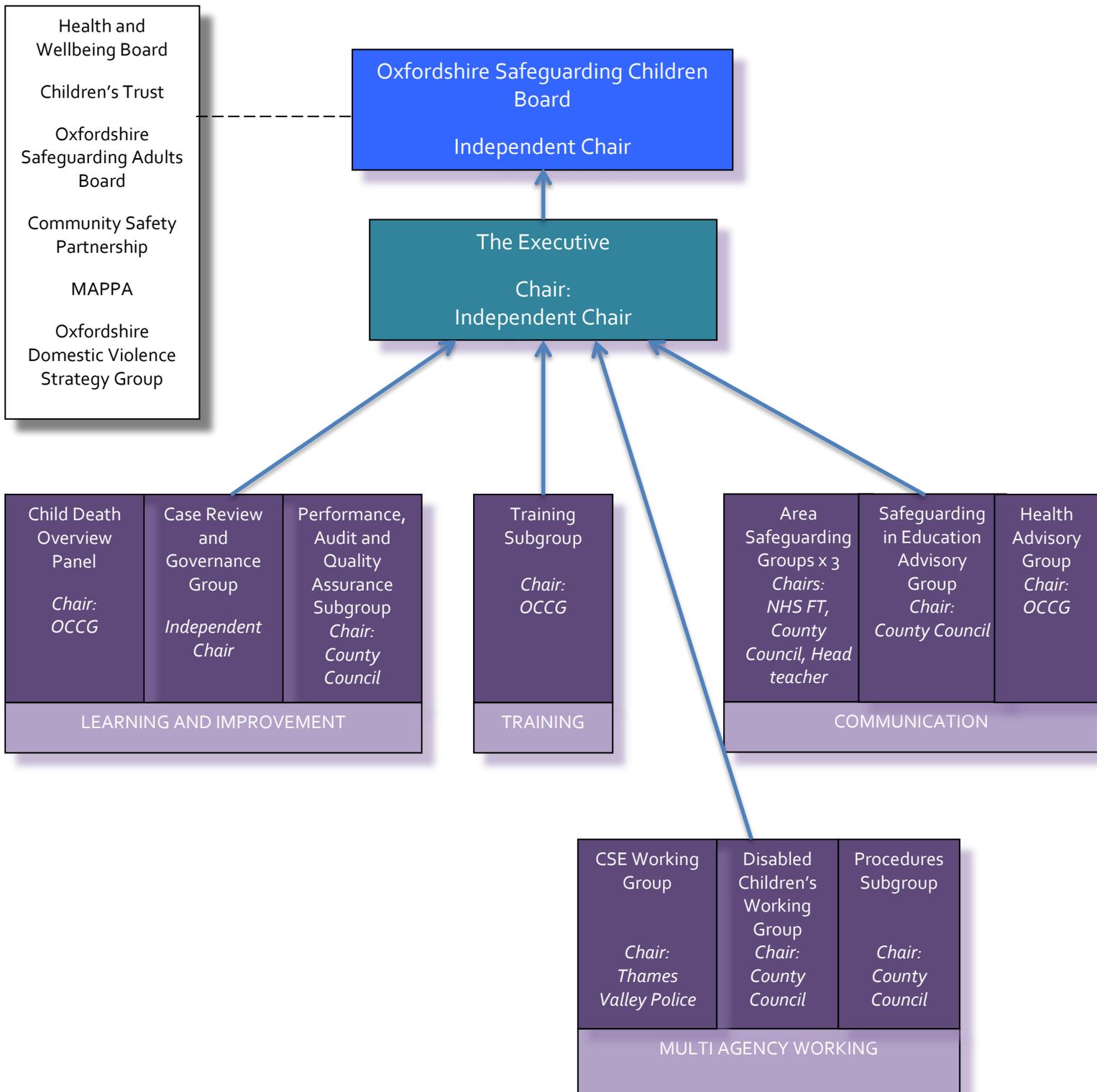
5.7 Executive Group

The Executive Group of the OSCB drives the work of the main board. It is led by the independent chair, and is made up of representatives from the Board. It meets bi-monthly and oversees the production of the annual report and business plan.

- 5.8 Health Advisory Group
The Health Advisory Group aims to ensure good lines of communication across the health sector in Oxfordshire. It meets bi-monthly and liaises with all named and designated health professionals.
- 5.9 Procedures Group
The role of the Procedures Subgroup is to review multi-agency procedures and write updates to ensure that they are current and fit for purpose, comply with government guidance and reflect recommendations and learning from Serious Case Reviews.
- 5.10 Performance, Audit and Quality Assurance Subgroup
The Performance, Audit and Quality Assurance Subgroup provides a performance monitoring function for the both the Children's Trust and the OSCB through the scrutiny of a multi-agency data set. It also oversees multi-agency audit work, single agency safeguarding reporting, the completion of the section 11 safeguarding self- assessment and also tracks actions following case reviews. It produces an annual evaluation of all this work to inform the OSCB Annual report and business plan.
- 5.11 Safeguarding in Education Group
The Safeguarding in Education subgroup aims to ensure good lines of communication with the Education sector (from early years to further education). The group meets termly and leads on a bi-monthly bulletin to educational safeguarding leads across the county
- 5.12 Case Review and Governance Group
Supports the OSCB Independent Chair in establishing the initial scope for any serious case review (SCR) where the criteria as set out in Working Together to Safeguard Children 2015 are met. Advises on the commissioning of other types of reviews, including learning from good practice.
- 5.13 Training Subgroup
The Training Subgroup meets quarterly to discuss issues around single and multi-agency safeguarding training. The group reviews training in relation to attendance figures, course and trainer feedback, as well as overseeing the multi-agency pool of trainers that deliver courses on behalf of the OSCB. It is also responsible for the quality assurance of training through the reviewing and monitoring of courses. At present this function is managed by specialist panel reporting in to the Training Subgroup (the training review and development group).
- 5.14 The chairs for the subgroups and working groups will be agreed and appointed by the OSCB Board. These appointments will be reviewed annually. OSCB Board members will nominate professional(s) with the relevant knowledge, skills and delegated responsibility from their organisation to be members of the sub groups and working groups. They will be expected to act on behalf of their organisation and have sufficient authority to make decisions and be able to allocate resources. The subgroup chairs are also members of the OSCB Executive.

5.15 OSCB will ensure the attendance of necessary professional advisors at its meetings. Oxfordshire County Council’s children’s services legal advisor will provide legal advice to OSCB meetings. This postholder is Vice Chair of OSCB.

Structure of the Oxfordshire Safeguarding Children Board



6. Relationship of OSCB with other bodies

6.1 Oxfordshire County Council

OSCB will submit its Annual Report to the full meeting of Oxfordshire County Council each year to highlight progress made over the past year, and the challenges ahead facing the Oxfordshire Council and its partners.

6.2 Health and Wellbeing Board and Children's Trust

These bodies have important but distinctive roles in keeping children safe. The Children's Trust has a wider role in the commissioning and delivery of services locally. The OSCB has a unique statutory role within the strategic partnership arrangements and a clear responsibility to undertake an independent scrutiny and challenge role in respect of agencies' success in ensuring that children and young people are kept safe. The effectiveness of the OSCB relies upon its ability to assert its statutory authority through an independent voice.

- a) The OSCB will provide to the Health and Wellbeing Board (HWB) a copy of its Annual Report. The Report will challenge the HWB to respond to the evidence provided by OSCB regarding the effectiveness of the multi agency arrangements to protect children on the Oxfordshire. This will include the impact of the early offer
- b) The OSCB will provide to the Children's Trust a copy of its Annual Report. The Report will challenge the Children's Trust and its partners to ensure that structures, processes and culture are in place to ensure that children are fully safeguarded.
- c) The OSCB will be formally consulted as part of the commissioning proposals of the HWB. In turn, OSCB will be accountable to the Children's Trust and the HWB for progress in improving safeguarding outcomes for children and young people.
- d) The Health and Wellbeing Board and the Children's Trust will assess whether the OSCB is fulfilling its statutory responsibilities to help (including early help), protect and care for children and young people.
- e) The Children's Trust and the HWB are required to report to the Independent Chair on progress in responding to the OSCB Annual Report at least once in a 12-month period.
- f) The Independent Chair or their representative will attend the Children's Trust monthly and the Health and Wellbeing Board at least once a year.

6.3 Oxfordshire Safeguarding Adults Board

OSCB will seek to agree joint strategic priorities with the Safeguarding Adults Board aligned to its current business plan priorities and recognising the impact of adults on the welfare of vulnerable children and young people, in

addition to seeking to implement joint processes and share resources in relation to adult and children serious case reviews.

6.4 Oxfordshire Domestic Violence Strategy Group

OSCB will seek to agree joint strategic priorities with the Oxfordshire Domestic Violence Strategy Group aligned to its current business plan priorities and recognising the impact of domestic violence on the welfare of vulnerable children and young people, in addition to seeking to implement joint processes and share resources in relation to domestic homicide and children serious case reviews.

6.5 Hearing the Voice of Children and Young People

OSCB will regularly seek the views of children and young people through the range of existing groups that exist across Oxfordshire. This will include as a minimum the Oxfordshire Youth Council and Children in Care Council. OSCB will invite children and young people to attend its annual conference and to the annual review of its business plan priorities.

6.6 Community Safety Partnerships

OSCB will seek to align safeguarding work with the community safety partnerships, which deliver projects that aim to cut crime and the fear of crime. Based in each district or city council area partners from the local authority, police, probation services, housing, fire and rescues services, the environment agency, the health sector and voluntary sector jointly tackle crime and safety issues.

7. Responsibilities of OSCB Members

7.1 Members of the OSCB are expected to:

- a) Contribute to the effective working of the OSCB in promoting high standards of safeguarding work and fostering a culture of learning and continuous improvement.
- b) Hold other members to account for their contribution to the safety and protection of children and young people, including children and young people living in the area away from their home authority.
- c) Represent their organisation on the OSCB, speaking with authority for that organisation, and committing the organisation on policy and practice matters.
- d) Represent the OSCB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the welfare of children.
- e) Be responsible for ensuring their organisation makes a proportionate financial and resource contribution to the OSCB and the audit and scrutiny activity of any sub groups.
- f) Be an objective member in undertaking scrutiny of the performance of the OSCB and the services provided by all organisations. This should take precedence over their role as their organisation's representative.
- g) Be an active and influential participant in informing and planning services for children, young people and families to influence the priority setting of the Health and Wellbeing Board and the Children and Young People's Board.
- h) Support access to the multi-agency training made available through the OSCB for staff in their organisation.
- i) Work to the agreed terms of reference for the Board and its sub groups where they are members, including the explicit lines of reporting and communication.

7.2 Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at OSCB meetings.

7.3 Upon taking up membership a member will be expected to confirm an acceptance of the roles and responsibilities as set out in this constitution

7.4 Members will meet annually with the Independent Chair to review their

performance.

- 7.5 Members of statutory bodies will be expected to confirm annually to the OSCB Board the compliance of their organisation with their statutory duty through an annual return to the Board.
- 7.6 Members will be expected to attend a minimum of 75% of the scheduled meetings of the groups they have been nominated to attend in a year (April to March) and to put forward a named deputy to attend up to 25% of the meetings for which they are a nominated member.

8. Data Protection, Confidentiality and Freedom of Information

- 8.1 Members will ensure that their Data Protection Registration, where appropriate, covers their involvement in the activities of the OSCB.
- 8.2 All members will adhere to the provisions of the Data Protection Act 1998 and all other legal provisions relating to confidentiality and data security and maintain confidentiality at all times, other than where a specific exemption under that Act or other legal provision applies. This principle will apply during a member's participation in the OSCB and will continue after the individual is no longer a member, or following the OSCB's dissolution.
- 8.3 If any member who has access to confidential information or data knowingly breaches the law relating (but not limited to), the unauthorised disclosure of confidential information, they may be personally liable. This applies to all members of the Board, its sub group members and any person who comes into possession of confidential information in their dealings with OSCB.
- 8.4 Members of the OSCB will make appropriate arrangements to ensure that the provisions of the Freedom of Information Act 2000 are properly complied with.

9. Communications

- 9.1 OSCB will seek to engage with local stakeholders and the media to ensure wider understanding of safeguarding on the Oxfordshire. It will aim to ensure that any publicity describing policies, aims, decisions and review results is objective, concentrates on facts and explanations and promotes clearly what OSCB aims to achieve for the children and young people of the Oxfordshire.
- 9.2 OSCB will always consider the sensitivity of personal health or social care issues when discussing individual cases and will only refer to information that is already in the public domain.
- 9.3 OSCB will publish and review annually a Communications Protocol setting out its procedures and expectations of partner agencies.
- 9.4 OSCB will instigate systematic communications with practitioners through the organisation of workshops and learning events each year that reflect the practice improvements arising out of audits, case reviews and inspections. This will be agreed by the training sub group and published on the OSCB web site and other relevant mediums.
- 9.5 OSCB will, through its protocols with the Health and Wellbeing Board and the Children's Trust share with and seek information from them. The aim of this is to challenge and scrutinise the local commissioning of services to ensure they reflect the practice improvements identified in OSCB audits and case reviews and the current challenges highlighted in its Annual Report.
- 9.6 OSCB will ensure that Serious Case Reviews commissioned in Oxfordshire are written for publication and remove sensitive data before reports are placed in the public domain.

10. Information Sharing

- 10.1 Effective sharing of information between professionals and local agencies is essential for effective service provision. The OSCB will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This will include ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.
- http://www.oscb.org.uk/user_controlled_lcms_area/uploaded_files/Info%20sharing%20protocol%2015%2004%2015.pdf.
- 10.2 The OSCB can require a person or body to comply with a request for information (Section 14A, Children Act 2004, inserted by section 8 of the Children, Schools and Families Act 2010). This will only take place where the information is essential to carrying out LSCB statutory functions. Any request for information about individuals must be 'necessary' and 'proportionate' to the reasons for the request. OSCB will be mindful of the burden of requests and should explain why the information is needed
- 10.3 OSCB subscribes to and upholds the following seven principles in relation to information sharing:
- i. The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
 - ii. Being open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
 - iii. Seeking advice if in any doubt, without disclosing the identity of the person where possible.
 - iv. Sharing with consent where appropriate and, where possible, respecting the wishes of those who do not consent to share confidential information.
 - v. Basing information sharing decisions on considerations of the safety and well-being of the person who may be affected.
 - vi. Ensuring that the information shared is necessary for the purpose for which it is being shared, sharing only with those people who need to have it, it is accurate and up-to-date, shared in a timely fashion, and is shared securely.
 - vii. Keeping a record of the decision and the reasons for it - whether it is to share information or not.

11. Finance and Support

- 11.1 All OSCB member organisations will make proportionate financial and resource contributions to the Board and the audit and scrutiny activity of the sub groups.
- 11.2 To support the work of the OSCB, a business unit will be maintained, funded by proportionate contributions from the statutory partners and other partner agencies.
- 11.3 No later than December in each year, OSCB will determine a budget for the forthcoming financial year.
- 11.4 The statutory members will contribute to the budgeted cost of the OSCB in proportions to be agreed each year by the Executive Group.
- 11.5 In the event that in any financial year the actual costs exceed the budgeted amount, the difference will be met by the statutory agencies in the same proportions.
- 11.6 Where the budgeted amount exceeds the actual cost, the difference will be carried forward to put towards expenditure for the following year.

TERMS OF REFERENCE

OSCB BOARD

1. Purpose

The Board sets the performance, policy and strategic priorities for OSCB. It is responsible for ensuring that statutory requirements are met and it sets the priorities for its Business Plan according to local issues and demands with evidence of clear improvement priorities to improve outcomes.

2. Objectives

- a) To co-ordinate the work of statutory partners in helping, protecting and caring for children in Oxfordshire and ensuring there are mechanisms in place to monitor the effectiveness of these arrangements with a particular emphasis on addressing child sexual exploitation.
- b) To regularly monitor and evaluate multi agency frontline practice to safeguard children to identify where improvement is required in the quality of practice and services, which children, young people and families receive, including early help.
- c) To hold partners to account for their contribution to the safety and protection of children and young people, including children and young people living in the area away from their home authority.

3. Responsibilities

- a) Overseeing the governance arrangements of OSCB to ensure it complies with its statutory responsibilities in accordance with the Children Act 2004 and the Local Safeguarding Children Board Regulations 2006.
- b) Producing an Annual Business Plan and 3-year Strategic Plan with clear priorities that will improve multi agency professional practice with children and families.
- c) Produces an annual report that provides a rigorous and transparent assessment of the performance and effectiveness of local services that identifies areas of weakness and their causes, and evaluates and where necessary challenges the action being taken. This report will include lessons from management reviews, serious case reviews and child deaths.
- d) Agreeing the work plans for individual sub groups, including the annual multi agency audit plan which should set out how the understanding

and application of thresholds will be monitored.

- e) Ensuring there is a local Learning and Improvement Framework in place and opportunities for learning are effective and properly engage all partners.
- f) Considering regular reports from the Case Review and Governance sub group and the Child Death Overview Panel and ensuring recommendations are acted upon and lessons learnt embedded into improved practice.
- g) Agreeing and reviewing the local strategy and action plan in response to children missing and children at risk of sexual exploitation
- h) Using its scrutiny role and statutory powers to influence the priority setting across other strategic partnerships such as the Health and Wellbeing Board and the Children's Trust.
- i) Ensuring high quality policies and procedures are in place (as required by *Working Together 2015*) and that they are monitored and evaluated for their effectiveness and impact, and revised where improvements can be made.
- j) Scrutinising and challenging the arrangements agencies are required to have in place under Section 11 of the Children Act 2004.
- k) Ensuring high-quality multi-agency training is available and evaluating its effectiveness and impact on improving front-line practice and the experiences of children, young people, families and carers.

4. Accountability

OSCB will report annually to Oxfordshire County's full Council meeting. In addition, the Independent Chair of the OSCB will present the Annual Report to the Health and Wellbeing Board, the Children's Trust, and the Police and Crime Commissioner and the Clinical Commissioning Group's governing body.

5. Membership

- Oxfordshire County Council services for education, early intervention, social care, youth offending, adult services , legal services and public health
- The District Councils of Cherwell, Oxford City, West Oxfordshire, South Oxfordshire and Vale of White Horse
- Thames Valley Police
- Thames Valley Community Rehabilitation Company
- The National Probation Service

- Oxfordshire Clinical Commissioning Group
- NHS England - area team
- Oxford University Hospitals NHS Trust
- Oxford Health NHS Foundation Trust
- Children and Families Court Advisory and Support Service
- Voluntary sector representation
- Education representation
- Two lay members who are representative of persons living on the Oxfordshire
- Other organisations invited by OSCB to be members having regard to Section 13(4) of the Children Act 2004, as amended (Working Together 2015).
- The Lead Member for Children's Services as a participant observer.

6. Frequency of meetings

The OSCB Board will meet as a minimum four times each year.

7. Quorum

OSCB will be quorate if half of its members are present, which should include the Independent Chair and representatives from the following organisations:

- Oxfordshire County Council
- Oxfordshire Clinical Commissioning Group
- The National Probation Service
- Thames Valley Community Rehabilitation Company
- Thames Valley Police

8. Support from the Business Unit

- a) Agree the agenda with the Chair two weeks before the meeting
- b) Send out the agenda and supporting papers at least one week in advance of the meeting
- c) Produce and send out an action log to members no later than one week after the meeting
- d) Maintain an up to date list of members and their contact details
- e) Organise and provide administrative support for any task and finish groups commissioned
- f) Provide updates to the group to enrich and improve local processes and procedures.

TERMS OF REFERENCE

Child Death Overview Panel

1. Purpose

To be a standing group of Oxfordshire Safeguarding Children Board (OSCB) and be responsible for reviewing information on all child deaths on behalf of the OSCB and be accountable to the OSCB Chair.

2. Objectives

- 3.1 Review the appropriateness of the professionals' response to every child death. This will include a thorough consideration of how such deaths may be prevented in the future. The panel will provide appropriate feedback to the relevant agencies involved.
- 3.2 The review will include relevant environmental, social, health and cultural aspects of each death,
- 3.3 Identify any patterns or trends in the local data and report these to the OSCB.
- 3.4 Evaluate the routinely available national data on the deaths of all children and identify lessons to be learned, or issues of concern, with particular focus on effective inter-agency working to safeguard and promote the welfare of children.
- 3.5 To ensure that all relevant documentation from the rapid response team is considered during the review of every unexpected death.
- 3.6 The panel will not review a case until all relevant investigations have

been completed e.g. criminal investigations, coroner's inquest.

- 3.7 Refer to the Chair of the OSCB any deaths where, following evaluation of the available information, the Panel considers there may be grounds to undertake further enquiries, investigations or a Serious Case Review and explore why this had not previously been recognised.
- 3.8 Inform the Chair of the OSCB where trends have been identified that may require action.
- 3.9 Advise the OSCB on the resources and training required locally to ensure an effective inter-agency response to child deaths.
- 3.10 Organise and monitor the collection of data for the nationally agreed minimum data set and make recommendations to the OSCB for any additional data to be collected locally;
- 3.11 Identify specific public health issues and consider how best to address these and their implications for both the provision of services and for training;
- 3.12 Collaborate with regional and national initiatives to identify lessons on the prevention of child deaths.

3. Responsibilities of members

Implement, in consultation with the local Coroner, local procedures and protocols which are in line with this guidance on enquiring into unexpected deaths and evaluating these together with information about all deaths in childhood;

Review and analyse information about each death with a view to identifying:

- (i) Any matters of concern affecting the safety and welfare of children in Oxfordshire;
- (ii) Any wider public health or safety concerns arising from a particular death or from a pattern of deaths in Oxfordshire.

To ensure there is a Rapid Response process which is consistent with the requirements as outlined in Chapter 5 of Working Together.

To review the deaths of all Oxfordshire Children. This will include all information available from those involved in the care of the child and family, both before and immediately after the death. This may include other sources e.g. the Coroner, emergency services.

4. Accountability

- To be a standing group of Oxfordshire Safeguarding Children Board (OSCB);
- To be responsible for reviewing information on all child deaths on behalf of the OSCB and be accountable to the OSCB Chair;
- To produce an Annual Report to OSCB each year;
- To ensure all recommendations identified in the annual report are translated into a monitored action plan.

5. Membership

4.1 The Child Death Overview Panel will have a core membership drawn from the key organisations represented on the OSCB. A lay-member will be nominated to bring a level of objectivity to the panel discussion. Other members may be co-opted as required. A member nominated by the OSCB Chair will chair the overview panel.

4.2 Members of the panel should of sufficient seniority to answer on behalf of their agency. Agencies will achieve 100% attendance by nominating a deputy of sufficient seniority

4.3 The CDOP manger to be informed where deputising arrangements are necessary. Attendance will be monitored.

4.4 All members of the Panel, whether core or co-opted, will sign and abide by Oxfordshire CDOP Confidentiality Statement.

4.5 Any member of the Panel who has an interest in a case, or in information being analysed, will make a declaration and the Panel will decide

on the appropriate action in relation to the member's attendance at the meeting.

6. Frequency of meetings

The Panel will meet regularly at 2 monthly intervals but may hold extra/extended meetings if matters are identified by the Chair of the Panel or Chair of the OSCB which require an early response.

7. Quorum

No less than a quarter of the membership

8. Support and business process

- The CDOP manager will be responsible for the management of all Child Death Review Processes, this will also ensure the management group meets 3 times a year.
- Meetings will be recorded appropriately and circulated as soon as possible.
- Agenda and supporting papers will be circulated at least one week in advance of the meeting.

TERMS OF REFERENCE

Area Safeguarding Subgroup

1. Purpose

To provide a local multi-agency forum which offers a channel of communication between practitioners working with children and young people and the OSCB board members.

2. Objectives

1. To share and disseminate information (local, countywide and national) e.g. :
 - Emerging local safeguarding issues
 - Local performance data
 - Learning from serious case reviews
 - OSCB priorities,
 - New government guidance
 - Safeguarding procedures
 - OSCBs annual business plan
 - Safeguarding practice development

2. To improve safeguarding practice across statutory and voluntary agencies in contact with vulnerable children and their families (universal, targeted and specialist services) by:
 - Developing a shared learning culture where practice development is reported and discussed.
 - Identifying and sharing 'best practice' by providing opportunities for staff to learn from successes as well as from errors in serious case reviews.
 - Problem solving or 'trouble shooting'; ensuring operational issues are referred and actioned appropriately

- Identifying gaps in service and knowledge/practice base in safeguarding practice
 - Raising awareness of the safeguarding role of universal services in identifying and referring children and young people suffering significant harm
3. To develop a schedule to raise awareness of the Board's priorities and emerging local priorities
 4. To advise and contribute to plans brought to the group for consultation e.g. OSCB business plan, Children and young people's plan
 5. To produce a joint plan from all three groups on an annual basis to highlight emerging and current safeguarding themes.

3. Responsibilities of members

- Attending on a regular basis.
- Sharing 'best practice' with subgroups
- Highlighting emerging safeguarding issues
- Sharing learning with colleagues following the subgroup meeting.

4. Accountability

Local Safeguarding Groups are accountable to the main board. The Board will receive a schedule on a yearly basis. An annual report will be provided to the Board.

Subgroup chairs will ensure that clear minutes are kept for these multi-agency meetings and any emerging issues are shared with the OSCB chair promptly.

6. Membership

Operational team managers representing the following agencies:

- Local early years, schools and educational settings - team representative

- Locality and Community Support Service - Local Manager or team representative
- Community Co-ordinators – Locality and Community Support Service – Area coordinator
- Family Solutions Service – Local Manager or team representative
- Youth Offending Service - team representative
- Safeguarding quality assurance - Independent Chair / Reviewing Officer representative
- Oxford Health NHS FT– Local Manager or team representative
- OUH NHS FT– Local Manager or team representative
- OCCG – Local Manager or team representative
- Thames Valley Police
- Probation services – Local Manager or team representative
- District Council – Local Manager or team representative
- Housing representatives – Local Manager or team representative
- Voluntary sector agencies - Managers

6. Frequency of meetings

Three times per year – February, June, October

7. Quorum

No less than a quarter of the membership

8. Support from the Business Unit and business process

1. The Sub-group will develop an annual schedule
2. Dates for the Sub-group will be set out in advance for the year to align with other meetings
3. Duration of meetings: no longer than 1.5 hours
4. OSCB Safeguarding Newsletter will be distributed 2 weeks prior to each meeting – these will form the focus of the meeting agendas
5. Agency requests for additional agenda items - members will be sent an email prompt 2 weeks prior to meeting dates
6. Additional meeting will be convened if necessary
7. Minutes to be circulated within 3 weeks of the meeting (wherever possible)
8. Core members to agree an appropriate deputy to attend in their absence.
9. Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
10. The group will be linked to other subgroups as appropriate.

TERMS OF REFERENCE

Child sexual exploitation (CSE) Subgroup

1. Purpose

To be responsible for the strategic overview of work with services and interventions and ensure that agencies work effectively together to address this form of child abuse in order to prevent child sexual exploitation in the future as well as to support victims and their families.

Government Guidance from March 2009, which supplements 'Working Together to Safeguard Children', recommends that LSCBs establish permanent sub groups as a means to safeguard children and young people from sexual exploitation.

2. Objectives

- a) Complete the work of the child sexual exploitation (CSE) Task and Finish Group set up in August 2011 e.g. development of robust CSE policy and procedures; implementation of the risk assessment tool and continued oversight of CSE training
- b) Establish relationships with current and proposed operational and commissioning groups tackling CSE e.g.; Donnington Door-step and the local network of senior managers monitoring the therapeutic needs of sexually abused children.
- c) Act as a steering group for Kingfisher, the co-located CSE team.
- d) Develop a child sexual exploitation strategy for Oxfordshire based on learning and improvement issues identified through the Board's review of recent cases¹ as well as local mapping of need and provision, views of young people and parents and carers.

¹ It is recognised that the OSCB has not confirmed the type of learning and improvement review at the time of writing

- e) Lead on a multi-agency action plan based on the child sexual exploitation strategy which encompasses strategic and operational actions; training; implementation of tools and procedures for all frontline professionals including work with victims and perpetrators.
- f) Oversee the development of data to assess the prevalence of child sexual exploitation in Oxfordshire and ensure regular monitoring of this information as a performance measure of the Health and Well Being Board.

3. Responsibilities of members

- a) To attend the Sub-group meetings
- b) To set out and take forward a work programme with key objectives to cover a two year period
- c) To bring to the Sub-group a full understanding of safeguarding issues and arrangement within their own agency and to be able to support the Sub-group with relevant quantitative and qualitative data.
- d) To disseminate good safeguarding practice and learning within their agency.
- e) To offer constructive challenge and leadership to partner agencies and their own agency on safeguarding issues

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', a paper to the Board or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required. The group will otherwise report to the Board on a quarterly basis.

The Chair / Vice Chair will keep the Independent Chair of the OSCB briefed as to the progress of the work programme and see support and advice to resolve issues where necessary.

5. Membership

- Superintendent (Oxford LPA), Thames Valley Police – Subgroup Chair
- Head of Legal, Oxfordshire County Council – Subgroup Vice-chair
- Human Exploitation Coordinator, Oxford City Council

- Safeguarding Manager, Oxfordshire County Council
- Strategic Commissioner, Children's, Oxfordshire County Council
- Interim Strategic Lead CSE, Oxfordshire County Council
- Manager of Maltfield House, Oxfordshire County Council
- Operational Lead CSE and Social Care Manager (Central), Oxfordshire County Council
- Team Manager, Kingfisher Team
- Early Intervention Manager, Oxfordshire County Council
- Voluntary Sector Representative
- Detective Inspector, Thames Valley Police
- Designated Nurse Safeguarding, Oxfordshire Clinical Commissioning Group
- Joint Commissioning Manager DAAT, Public Health, Oxfordshire County Council
- Specialist Team Member, National Working Group for Child Sexual Exploitation
- Community Safety Manager, South and Vale District Council
- Community Safety Manager, Cherwell District Council
- Community Safety Manager, Oxford City Council
- Community Safety Manager, West Oxfordshire District Council
- [Horizon Scanning](#).

6. Frequency of meetings

Bi-monthly meetings

7. Quorum

At least one quarter of the membership.

8. Support from the Business Unit and business process

11. The Sub-group will develop a work programme to cover a two year period with reference to the priorities and strategic direction set out in the OSCB business plan

12. The Sub-group will develop a project plan for each of the key objectives within its work programme
13. The Independent Chair of the OSCB will meet with the Sub-group to agree the work plan objectives, review progress and evaluate outcomes
14. Dates for the Sub-group will be set out in advance for the year to align with other meetings
15. Duration of meetings: no longer than 2 hours
16. Additional meetings will be convened if necessary to achieve the Sub-group objectives
17. Minutes to be circulated within 2 weeks of the meeting (wherever possible)
18. Core members to agree an appropriate deputy to attend in their absence.
19. Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
20. The Sub-group will link to the appropriate Sub-group; the county Human Trafficking Group; the network of senior managers monitoring the therapeutic needs of sexually abused children

TERMS OF REFERENCE

Disabled children's Sub-group

1. Purpose

To improve the child protection and safeguarding of disabled children and young people in Oxfordshire and the ability of adults who care for them to keep them safe.

Definition:

The Sub-group views a child/young person's disability within a social model of disability, recognising that disabled people are disabled not by their impairment but by social factors and attitudes that can create safeguarding barriers and increase risks of abuse and neglect. The subgroup uses the definition of disability enshrined in the Disability Discrimination Act. A disability is a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day age appropriate activities. Long term means that the impairment will have lasted at least 12 months, be likely to last at least 12 months or will recur regularly.

2. Objectives

- a) To contribute to the Business planning of the OSCB by setting criteria for the identification of disabled children and young people who have experienced or are at risk of experiencing significant harm because of abuse and neglect by:
- b) Identifying and taking actions to overcome systemic safeguarding weaknesses e.g. transition to adult life, hospital discharge and out of area placements
- c) To review and improving the local safeguarding data with a view to ensure it involves aspects of disability.
- d) To provide information on how to improve disabled young people's understanding on how to protect themselves against abuse and neglect and supporting their families in this process
- e) To ensure that disabled children and young people who have been abused, neglected or adversely affected by domestic violence receive the specialist help they need to help them develop and to improve their life chances by:
- f) Ensuring that safeguarding practice for disabled children is quality assured

- g) Challenging and supporting agencies where safeguarding concerns have been identified
- h) To liaise with the Training Sub Group to Improve content of and access to inter-agency training on safeguarding and protecting disabled children from abuse and neglect
- i) To review and disseminate relevant learning in order to embed good practice into universal services, targeted services and to inform adults caring for and supporting disabled children, by using findings from relevant:
 - j) evidence based good practice in specialist safeguarding work
 - k) Child Death Overview Panels
 - l) Serious Case Reviews, Partnership Reviews and Internal Management Reviews
- m) Set criteria for identifying safeguarding concerns impacting on siblings of disabled children, especially those who have significant safeguarding responsibilities, and to strengthen the support they receive from different agencies and the Young Carers' service
- n) To strengthen and identify the vehicles for disabled children and young people and their families to voice safeguarding concerns.

3. Responsibilities of members

- a) To attend the Sub-group meetings
- b) To set out and take forward a work programme to the business plan of the OSCB linked with key objectives to cover a two year period
- c) To bring to the Sub-group a full understanding of safeguarding issues and arrangement within their own agency and to be able to support the Sub-group with relevant quantitative and qualitative data.
- d) To disseminate good safeguarding practice and learning within their agency.
- e) To offer constructive challenge and leadership to partner agencies and their own agency on safeguarding issues

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', a paper to the Board or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required.

The Chair / Vice Chair will keep the Independent Chair of the OSCB briefed as to the progress of the work programme and see support and advice to resolve issues where necessary.

5. Membership

1. Disabled Children's Manager (Chair)
2. Special Educational Needs Manager
3. Community Paediatrician (who would also take responsibility for strategic safeguarding of disabled children in acute hospital settings)
4. Oxford Health Integrated Therapy Services lead or Children's Community Nursing representative (to rotate)
5. Voluntary Sector representative
6. Oxfordshire Association of Special School Heads representative
7. Oxford Health Complex Care team representative or Oxford Health CAMHS representative
8. Early Intervention Service representative
9. Young Carers manager

Other co-opted members to relevant work stream as appropriate: Parent representatives; Voluntary Sector representatives; Service Manager Adult Learning Disability teams (representing Adult Social Care)

6. Frequency of meetings

Termly

7. Quorum

At least one quarter of the membership.

8. Support from the Business Unit and business process

- a) The Sub-group will develop a work programme to cover a two year period with reference to the priorities and strategic direction set out in the OSCB business plan
- b) The Sub-group will develop a project plan for each of the key objectives within its work programme
- c) The Independent Chair of the OSCB will meet with the Sub-group to agree the work plan objectives, review progress and evaluate outcomes
- d) Dates for the Sub-group will be set out in advance for the year to align with the Board / Exec Group meetings as far as possible
- e) Duration of meetings: no longer than 2 hours
- f) Additional meeting will be convened if necessary to achieve the Sub-group objectives
- g) Minutes to be circulated within 2 weeks of the meeting (wherever possible)
- h) Core members to agree an appropriate deputy to attend in their absence.
- i) Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
- j) The Sub-group will link to the OSCB Training Sub-group and the Safeguarding Adults Board

TERMS OF REFERENCE

Executive Subgroup

1. Purpose

To ensure that the Oxfordshire Safeguarding Children Board (OSCB) has as its main focus the strategic priorities that impact on safeguarding and promoting the welfare of children in Oxfordshire.

To provide leadership and direction for the OSCB, ensure that the Business Plan is delivered and an Annual Report produced.

2. Objectives and responsibilities

- a) To ensure that OSCB and its operational groups fulfill the statutory functions as laid out in Working Together 2015.
- b) To be an effective motivator for setting and maintaining standards for the work of the Oxfordshire Safeguarding Children Board.
- c) To act as a filter mechanism for the Board, identifying and escalating those items requiring strategic intervention at board level and operational issues that can be dealt with more efficiently and effectively through the Sub-Group and Area Safeguarding Group structure.
- d) To receive and capture emerging good practice from National and Regional safeguarding guidance that can inform and influence the development of local safeguarding arrangements.
- e) To drive forward safeguarding business through a tasking system that maximises the specialist skills and experience of the Board members, sub-groups and Area Safeguarding Groups
- f) To strive to continuously improve performance against the priorities defined within the OSCB Business Plan.
- g) To receive papers and approve agenda items on behalf of the Board.

4. Accountability

The Executive Group is accountable to the OSCB.

5. Membership

Designated senior managers from the statutory safeguarding agencies and chairs of the subgroups.

Nominated substitutes at a suitable strategic level can attend meetings when the named member is unable to do so.

6. Frequency of meetings

Quarterly

7. Quorum

At least one quarter of the membership.

8. Support from the Business Unit and business process

The group is to be supported by the Business Unit.

TERMS OF REFERENCE

Health Advisory Group

1. Purpose

The purpose of the group is to safeguard and promote the welfare of children across the health community in line with the statutory duty under section 11 of the Children Act (2004). The group enables health representatives to meet together in order to fulfil their responsibilities to safeguard children.

2. Objectives and responsibilities

- a) To provide a forum for strategic discussion of safeguarding in health services across Oxfordshire and to provide a common health voice at the OSCB.
- b) To ensure that those responsible at a senior level for safeguarding children in Oxfordshire health services are linked into the Oxfordshire Safeguarding Children Board, and that there is effective discussion and communication at the Business group and with the main board.
- c) To ensure that there is appropriate discussion and dissemination of lessons emerging from serious case reviews, other practice reviews and audits and best practice within the NHS in safeguarding children, and for group members to promote this within their organisations.
- d) To comment on local, regional and national guidance relevant to health services in relation to safeguarding children and children in care in order to make recommendations as appropriate.
- e) To take account of concerns in relation to the delivery of health service and interagency working within the health community, to safeguard children and ensure concerns are addressed.
- f) To contribute to the monitoring and evaluation of safeguarding practice and arrangements in health settings and across the health sector, escalating risks to the Board through the Risk Register which will inform the health sub-group work plan
- g) To provide the health contribution to the OSCB Annual Report.
- h) To receive reports from the CDOP and any other such groups as may assist the Health Safeguarding Group in fulfilling its responsibilities on behalf of OSCB

4. Accountability

The HAG is to report in to the OSCB Chair.

5. Membership

- Designated Safeguarding Doctor, OCCG
- Designated Nurse and Safeguarding Lead, OCCG
- Representation from OH NHS FT
- Representation from OCCG
- Representation from OUH

6. Frequency of meetings

Bi monthly

7. Quorum

At least one quarter of the membership.

8. Support from the Business Unit and business process

This group is not coordinated by the Business Unit. The business process is overseen by the HAG chair.

TERMS OF REFERENCE

Performance, Audit and Quality Assurance Subgroup (PAQA)

1. Purpose

To contribute to the Learning and Improvement Framework of the OSCB & Children's Trust by taking responsibility for quality assurance functions which measure the effectiveness of how OSCB & Children's Trust partners fulfill their legal responsibilities to safeguard and promote the welfare of Oxfordshire's children and young people.

To oversee and report to OSCB & the Children's Trust on the performance of the dataset for the Children's Plan which will include the OSCB Safeguarding Dataset.

To be cognisant of issues from serious case reviews, complaints, feedback, national or local guidance which fall within the remit of the sub group and incorporate within their work plan as needed.

To recommend to the Boards areas for further development within the context of the Children's Trust oversight of multi-agency strategic planning and monitoring of children's services in Oxfordshire and OSCB's assurance of effective arrangements to promote the safety and welfare of children.

To fulfill "Working Together" guidance and LSCB Regulations² to evaluate multi-agency working through joint audits of case files to identify good practice and lessons to be learned and ensure continuous improvement.

2. Objectives

² **Reg 5 of Local Safeguarding Children Boards Regulations 2006, 1(c) "monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve"*

- a) To promote the involvement of children in measuring the effectiveness of multi-agency work.
- b) Identify core multi-agency dataset and monitoring standards as defined in the Children's Plan focusing on areas of top priority and highest risk and including the OSCB dataset. The Group will monitor, performance manage and advise the Boards on appropriate actions as a consequence of the analysis.
- c) To ensure that the National Safeguarding Framework & Quality Measures are incorporated in to the multi-agency dataset or section 11 as appropriate.
- d) To review agency compliance with their statutory duties under Section 11 of the Children Act and Sections 175 and 157 of the Education Act by:
 - e) Monitoring compliance and analysing Section 11 returns from all partner agencies and reporting annually to OSCB at its autumn meeting.
 - f) Holding panels and peer reviews for individual agencies to report and substantiate the Section 11 Self-Assessment.
 - g) Drawing up Quality Assurance guidance and standards for individual OSCB member agencies and monitor through Section 11 audit.
- h) To monitor and track the implementation of action plans from individual serious case reviews, evaluate progress, escalate any concerns on progress and provide reports as directed by OSCB and inform the Children's Trust as appropriate.
- i) To undertake four multi agency audits per annum in areas defined by OSCB relating to priority risk areas in safeguarding and monitor areas for improvement. This will enable OSCB & the Children's Trust to assure quality of front line practice, monitor thresholds and enable relevant agencies to take appropriate action, i.e. access to and support from safeguarding services.
- j) To ensure single agency reporting on their audits /checks on the effectiveness of their safeguarding arrangements and use the findings to inform the Children's Trust & OSCB.
- k) To provide appropriate data and information to support the Boards in their analysis and decision making and reassurance that agencies have appropriate QA processes in place to safeguard children.
- l) To report annually to inform the Children's Plan, Joint Health and Well Being Board Strategy & OSCB Annual Report & Business Plan.
- m) To identify two lead officers from the group, one for each of the Boards, who will be responsible for reporting and communication of key issues on a two way basis.

3. Responsibilities

- a) To attend the Sub-group meetings

- b) To set out and take forward a work programme with key objectives
- c) To recognise the dual purpose of membership: to bring a full understanding of safeguarding issues and arrangements within their own agency and to also review relevant quantitative and qualitative data on behalf of the OSCB and the Children's Trust.
- d) To disseminate good safeguarding practice and learning within their agency.
- e) To offer constructive challenge and leadership to partner agencies and their own agency on safeguarding issues

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required.

The Chair / Vice Chair will keep the OSCB briefed as to the progress of the work programme via a six monthly report to the full Board.

The group will ensure that there is cross-referencing to other OSCB Sub-Groups in the effective management of its tasks.

5. Membership

1. Early Intervention Manager, (Chair)
2. Designated Nurse Safeguarding Children & Adults, OCCG
3. County Manager Youth Offending service, OCC
4. Joint Commissioning, OCC
5. Senior Probation Officer, Probation
6. Head of service, Safeguarding, OCC
7. Head of Commissioning, Drugs and Alcohol, Public Health
8. Trust Lead Nurse Safeguarding Children, Oxford Health
9. OSCB Business Manager
10. Thames Valley Police
11. Voluntary Sector Member
12. Principal Social Worker, OCC
13. Performance Manager, OCC
14. School Intervention Manager, OCC
15. Safeguarding Children Lead and Patient Experience, OUH
16. Partnerships Development Manager on behalf of Oxfordshire

6. Frequency of meetings

6 times a year

7. Quorum

One quarter of the membership

8. Support from the Business Unit and business process

- a) The Sub-group will develop a work programme to cover a two year period with reference to the priorities and strategic direction set out in the OSCB business plan
- b) The Sub-group will develop a project plan for each of the key objectives within its work programme
- c) The Independent Chair of the OSCB will meet with the Sub-group to agree the work plan objectives, review progress and evaluate outcomes
- d) Dates for the Sub-group will be set out in advance for the year to align with the Board / Exec Group meetings as far as possible
- e) Duration of meetings: no longer than 2 hours
- f) Additional meeting will be convened if necessary to achieve the Sub-group objectives
- g) Minutes to be circulated within 2 weeks of the meeting (wherever possible)
- h) Core members to agree an appropriate deputy to attend in their absence.
- i) Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
- j) The Subgroup will link to the OSCB and Children's Trust; the CRAG Subgroup; the Procedures Subgroup; the Training Subgroup as well as the Oxfordshire Safeguarding Adults Board

TERMS OF REFERENCE

Procedures Sub-group

1. Purpose

To ensure that OSCB safeguarding procedures are up-to-date, consistent with national and local guidance and take account of lessons learned from serious case reviews.

2. Objectives

1. To review the safeguarding procedures and identify areas for improvements and updates.
2. To commission and quality assure suitable text for the updating of the safeguarding procedures.
3. To quality assure relevant inter-agency guidance and protocols on behalf of the Board.
4. To ensure that safeguarding procedures are in an accessible format and effectively promoted through the OSCB training programme, website and newsletter.
5. To ensure that learning from serious case reviews informs the review and development of the safeguarding procedures.

3. Responsibilities

- a) To attend the Sub-group meetings
- b) To identify priorities for improvement and set out an annual work programme
- c) To identify contacts for specific areas of work
- d) To co-ordinate specific elements of work as required
- e) To commission work from Tri-X as required

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', a paper to the Board or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required.

The Chair / Vice Chair will keep the Independent Chair of the OSCB briefed as to the progress of the work programme and see support and advice to resolve issues where necessary.

5. Membership

1. OSCB Business Manager
2. County Legal Unit representative
3. Named nurse
4. Designated doctor as appropriate
5. Children's Education and Early Intervention, OCC representative
6. Independent Reviewing Officer representative
7. Other co-opted members as appropriate

6. Frequency of meetings

Bi monthly

7. Quorum

One quarter of membership

8. Support from the Business Unit and business process

1. The Sub-group will develop an annual work programme
2. The Sub-group will develop a project plan for each of the key objectives within its work programme
3. The Independent Chair of the OSCB will meet with the Sub-group to agree the work plan objectives, review progress and evaluate outcomes
4. Dates for the Sub-group will be set out in advance for the year to align with

other meetings

5. Duration of meetings: no longer than 2 hours
6. Additional meeting will be convened if necessary to achieve the Sub-group objectives
7. Minutes to be circulated within 2 weeks of the meeting (wherever possible)
8. Core members to agree an appropriate deputy to attend in their absence.
9. Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
10. The group will be linked to Tri X, who produce the online manual, to the Training Subgroup and to the Communications Subgroup.

TERMS OF REFERENCE

Safeguarding in Education Subgroup

1. Purpose

The group works to the first priority in Oxfordshire County Council's Children, Education and Families business strategy, 2014, to safeguard and promote the welfare of children and young people in the County.

The group works to improve links between the Oxfordshire Safeguarding Children Board and educational settings in Oxfordshire to promote excellent safeguarding practice. These settings include early years settings, primary, secondary and special schools, and further education colleges in the maintained, academy, voluntary and independent sectors.

2. Objectives

COMMUNICATION:

The group works

- to improve communication both to and from the OSCB in respect of current safeguarding issues affecting educational settings
- to communicate safeguarding information and resources to practitioners via the Safeguarding in Education e-bulletin, training, learning events and OSCB website
- to support safeguarding leads' dissemination of information and learning to colleagues in their settings
- to encourage attendance at multi-agency Area Safeguarding Groups and on safeguarding courses
- to encourage safeguarding leads to support one another in their knowledge in safeguarding and sharing good practice.

TASK AND FINISH:

The group commits

- to work together as a task and finish group when issues emerge or are identified and to feed back progress to the Board.

QUALITY ASSURANCE:

The group will

- support the work of the Quality Assurance & Audit sub group in auditing safeguarding arrangements, by ensuring that self-assessment practice in educational settings takes account of the requirements of Sections 175 and 157 Education Act and Keeping Children Safe in Education statutory guidance April 2014.
- monitor the early years/schools/colleges audit reports, implementing learning from results
- to support development work arising from self evaluation

3. Responsibilities

- a) The Independent Chair of the OSCB will be invited to meet with the Sub-group to agree the work plans and task and finish projects, review progress and evaluate outcomes
- b) Dates for the group will be set out in advance for the year to align with the Board / Exec Group meetings as far as possible
- c) Duration of meetings: no longer than 2 hours and 3 meetings held per year, with 1 per term
- d) Additional meetings or task and finish groups will be convened if necessary to achieve the sub-group objectives
- e) Minutes to be circulated within 2 weeks of the meeting (wherever possible)
- f) Core members to agree an appropriate deputy to attend in their absence
- g) Non-attendance at 50% or more of the meetings over the year will result in notification to the Independent Chair of the OSCB
- h) The group will link to the OSCB Sub-groups, as required.

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', a paper to the Board or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required.

The Chair / Vice Chair will keep the Independent Chair of the OSCB briefed as to the progress of the work programme and see support and advice to resolve issues where necessary.

Subgroup members are responsible for representing their agency and others within their sector. They have the responsibility to channel information to

and from relevant partnerships e.g. Headteachers' associations and Schools' geographical partnerships.

5. Membership

1. A college or FE specialist
 2. An early years settings specialist
 3. A primary setting specialist
 4. A secondary setting specialist
 5. A special school specialist
 6. An independent school sector specialist
 7. A member from the county school safeguarding service
 8. The Safeguarding Manager
 9. OSCB team representative
 10. OCC second or third tier manager in education-related services
 11. OCC manager of services for vulnerable children
- Co-opted additional members according to need

6. Frequency of meetings

Termly

7. Quorum

At least a quarter of the membership

8. Support from the Business Unit and business process

- a) The Independent Chair of the OSCB will be invited to meet with the Sub-group to agree the work plans and task and finish projects, review progress and evaluate outcomes
- b) Dates for the group will be set out in advance for the year to align with the Board / Exec Group meetings as far as possible
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- i) The Independent Chair of the OSCB will be invited to meet with the Sub-group to agree the work plans and task and finish projects, review progress and evaluate outcomes
- j) Dates for the group will be set out in advance for the year to align with the Board / Exec Group meetings as far as possible
- k) Duration of meetings: no longer than 2 hours and 3 meetings held per year, with 1 per term
- l) Additional meetings or task and finish groups will be convened if necessary to achieve the sub-group objectives
- m) Minutes to be circulated within 2 weeks of the meeting (wherever possible)
- n) Core members to agree an appropriate deputy to attend in their absence
- o) Non-attendance at 50% or more of the meetings over the year will result in notification to the Independent Chair of the OSCB
- p) The group will link to the OSCB Sub-groups, as required.

TERMS OF REFERENCE

Case review and Governance Subgroup

1. Purpose

To support OSCB in fulfilling its statutory duty to undertake reviews of cases where abuse or neglect of a child is known or suspected and either the 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; and to advise on lessons that can be learnt.

To support OSCB in identifying and managing Partnership Reviews of cases which do not meet the statutory SCR criteria but can provide valuable information about how organisations are working together and identify improvements which need to be made to local services.

2. Objectives

- To work in accordance with Chapter 4 of Working Together to Safeguard Children 2015, and OSCB Learning and Improvement Framework.
- To convene an extraordinary Serious Case Review Panel when necessary to consider cases that might give rise to a Serious Case Review or Lessons Learned Review and formulating a recommendation to the Independent Chair of OSCB for a decision to be made.
- To oversee the quality of all Serious Case Reviews and Partnership Reviews.
- To consider national serious case review themes and selected serious case reviews from other areas for their impact on and learning for OSCB and member agencies.
- If a Serious Case Review is agreed, the CRAG will be responsible for determining the appropriate methodology to be used and:
 - Commissioning an Independent panel chair and overview report author, to ensure maximum independence for the process and

determining the membership of the Serious Case Review Panel

- Timetabling, scoping and reviewing the process to ensure that information which arises is noted and acted upon. This should include notifying any other relevant Local Safeguarding Children Boards and inviting them to contribute as appropriate.
- Commissioning the appropriate attendance and contribution to the Serious Case Review Panel (specific cases) meetings within the agreed timescales and milestones of the review.
- The OSCB Business Manager, will in consultation with the CRAG and the Independent Chair, manage all communication and liaison with the national SCR Panel / DfE Serious Incident Team.
- If at any stage it is clear that the case is very complex or involves a very lengthy history, the CRAG should recommend to the Chair of OSCB that extended timescales may be needed.
- The CRAG will quality assure the Overview Report and Executive Summary (where produced) ensuring particular regard to the racial, cultural, linguistic and religious identity of the family and addressing any relevant issues of disability.
- The CRAG will agree recommendations and approve the Action Plan
- Make recommendations as to approval of Overview Report and Executive Summary to OSCB.

3. Responsibilities of members

- a) To fully support the functions of the group as outlined above.
- b) To bring to the Sub-group a full understanding of safeguarding issues and arrangement within their own agency and to be able to support the Sub-group with relevant and appropriate information.
- c) To offer constructive challenge and leadership to partner agencies and their own agency on safeguarding issues

4. Accountability

The Chair to be responsible for deciding which issues and matters need to be brought to the attention of the Chair, the Executive, the Full Board or of specific agency leads on the main Board. This will be done either by the

standing agenda item, 'the sub-group update', or by contacting the Independent Chair of the OSCB if more immediate action is required.

The Chair will monitor the spend of case reviews and report activity to the OSCB Chair.

The Chair will liaise with all serious case review panels to maintain an up-to-date knowledge of cases and inform the panel as appropriate of any concerns.

5. Membership

1. *Independent Chair, Deputy Director Corporate Parenting and Safeguarding, Oxfordshire County Council*
2. *Head of Law and Governance, County Solicitor, Oxfordshire CC*
3. *Designated Nurse, Oxfordshire Clinical Commissioning Group(OCCG)*
4. *Designated Doctor, OCCG*
5. *Detective Chief Inspector, Head of PVP, Thames Valley Police*
6. *Deputy Director Children's Social Care, Oxfordshire County Council*
7. *Headteacher, The Warriner School*
8. *Business Manager, OSCB,*

6. Frequency of meetings

Bi monthly

7. Quorum

At least a quarter of the membership

8. Support from the Business Unit and business process

- The CRAG will meet at a minimum every 8 weeks and will call other meetings as work dictates. There will be scheduled an alternate monthly meeting which will only be held where there has been a request for a serious case review.
- Members will strive to attend 100% of meetings.
- The meetings will be quorate with no less than four members.
- Minutes to be circulated within 3 weeks of the meeting (wherever possible)

- The Sub-group will link to the Executive, the OSCB Training Sub-group, the Procedures Subgroup and the Quality Assurance and Audit Subgroup.

TERMS OF REFERENCE

Training Subgroup

1. Purpose

To take a strategic overview of inter-agency training to promote effective practice to safeguard and promote the welfare of children. To ensure good quality, multidisciplinary training is provided and to support agencies in delivering in house training, ensuring appropriate use of safeguarding board materials.

2. Objectives

- a) To ascertain and analyse local training needs and evaluate the impact.
- b) To ensure that recommendations and findings of audits, case reviews and inspections are included appropriately in to training material.
- c) To monitor and review the OSCB training provision including booking facilities, range of courses, trainers, user evaluation and colleagues trained in order to identify gaps and recommend improvements.
- d) To maintain an overview of training within OSCB partner agencies and to hold them account for ensuring that staff receive appropriate safeguarding training with appropriate use of OSCB materials.
- e) To develop a multi-agency training strategy for the OSCB with a costed plan and recommendations for improvements to the Board.
- f) To direct and oversee the work of the quality assurance work of the Training Review and Development Group, a subset of the TSG
- g) To ensure the sufficiency and quality of OSCB trainers on a long term basis

3. Responsibilities of members

- a) To attend the Sub-group meetings
- b) To set out and take forward a work programme with key objectives to cover a two year period
- c) To bring to the Sub-group a full understanding of safeguarding training and arrangements within their own agency and to be able to support the Sub-group.

- d) To recruit and monitor OSCB trainers from your organisations
- e) To attend the Sub-group meetings
- f) To set out and take forward a work programme with key objectives to cover a two year period
- g) To bring to the Sub-group a full understanding of safeguarding training and arrangements within their own agency and to be able to support the Sub-group.
- h) To recruit and monitor OSCB trainers from your organisations

4. Accountability

The Chair / Vice Chair to be responsible for deciding which issues and matters need to be brought to the attention of the main OSCB, or of specific agency leads on the main Board. This will be done either by the standing agenda item, 'the sub-group update', a paper to the Board or by contacting the Business Manager and Independent Chair of the OSCB between meetings if more immediate action is required. The group will otherwise report to the Board on a quarterly basis.

The Chair / Vice Chair will keep the Independent Chair of the OSCB briefed as to the progress of the work programme and see support and advice to resolve issues where necessary.

5. Membership

1. Designated Nurse & Safeguarding Lead, Oxfordshire Clinical Commissioning Group (Chair),
2. OSCB Business Manager
3. Risky Behaviours Training Coordinator
4. Oxford Health NHS FT
5. Oxford University Hospitals
6. Thames Valley Police
7. Thames Valley Probation
8. Early Intervention Service, County Council
9. Children's Social Care and Youth Offending Service, County Council
10. Early Years, County Council
11. Fire and Rescue Service, Oxfordshire Youth
12. Sports Partnership
13. Oxford City Council

6. Frequency of meetings

Quarterly

7. Quorum

At least a quarter of the membership

8. Support from the Business Unit and business process

1. The Sub-group will develop a work programme to cover a two year period with reference to the priorities and strategic direction set out in the OSCB business plan
2. The Sub-group will develop a project plan for each of the key objectives within its work programme
3. The Independent Chair of the OSCB will meet with the Sub-group to agree the work plan objectives, review progress and evaluate outcomes
4. Dates for the Sub-group will be set out in advance for the year to align with other meetings
5. Duration of meetings: no longer than 2 hours
6. Additional meetings will be convened if necessary to achieve the Sub-group objectives
7. Minutes to be circulated within 2 weeks of the meeting (wherever possible)
8. Core members to agree an appropriate deputy to attend in their absence.
9. Non-attendance at 50% or more of the meetings will result in notification to the Independent Chair of the OSCB.
10. The Sub-group will link to and oversee the Training Review and development specialist panel.
11. The Subgroup will link to the CRAG Subgroup; the PAQA Subgroup; the Procedures Subgroup as well as the Oxfordshire Safeguarding Adults Board