



Oxfordshire Safeguarding Children Board

MEMBERS HANDBOOK

**OXFORDSHIRE SAFEGUARDING CHILDREN
BOARD (OSCB)**

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INTRODUCTION TO THE OSCB MEMBERSHIP PACK

Dear colleague,

*Oxfordshire Safeguarding Children Board
Governance arrangements*

Enclosed in this membership pack are a set of documents that clarify the governance arrangements, and set out the accountability and responsibilities of partner agencies in discharging their duties in relation to membership of the OSCB.

The set of documents is designed to assist members in interpreting their role in and contribution to the OSCB, so that we can achieve our objective of securing effective inter- agency arrangements to safeguard and promote the welfare of children and young people. The set is not complete and will be added to as the new structural arrangements are put into place. Terms of reference for all OSCB groups will need to be agreed by individual groups and be responsive to the business plan.

It will be reviewed as part of the annual reporting and business planning cycle and further documents will be made available as required.

The governance documents should be retained by your agency and passed to your successor should you step down from your current role.

Andrea Hickman
Independent Chair
Oxfordshire Safeguarding Children Board

a) The Statutory Basis

The OSCB is established under section 13 of the Children Act 2004. Detailed guidance, issued under section 7 of the local Authority Social Services Act 1970, is contained in Working Together to Safeguard Children, 2006 chapter 3.

b) Purpose

The key role of OSCB is to coordinate and ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children. The OSCB will undertake work mindful of the diverse needs of children and will promote equality and opportunity.

The OSCB will speak with an independent voice, in the context of a strong working relationship within the wider Children and Young People's Trust arrangements within Oxfordshire.

In order to promote high standards of safeguarding the OSCB will foster a culture of constructive challenge and continuous improvement by and between member organisations.

c) Strategic Relationships

The Chair of the OSCB will be a member of the Children and Young People Trust Board and will routinely report on the Boards achievements to the Trust Board.

The OSCB will be a formal consultee on the review of the Children and Young People's Plan. The OSCB Business Plan will fit within the strategic objectives of the Children and Young People Plan.

d) Governance

The OSCB Business Plan will be agreed by the Board and made available to member relevant bodies. The role of such bodies is to hold their organisation and its offices to account for their contribution to the effective functioning of the OSCB.

The Chair will meet with the Lead Member for Children and Young People's Services (who has statutory responsibility for safeguarding).

The Chair will be accountable to the Director of Children and Young People for the effectiveness of the OSCB and will provide an Annual Report.

The independent Chair is appointed for a term of two years and this will be reviewed by the Board and Director.

e) The Structure of OSCB

The Main Board will be supported by sub groups and three Area Safeguarding Groups. The structure chart in the appendix also shows the roles and relationships within the wider Children and Young Peoples Trust arrangements.

The work of OSCB will be supported by staff employed by Oxfordshire Children and Young People Services acting as the lead agency.

The Business Manager is responsible for providing day to day business support, the implementation of the business plan, coordination and monitoring/evaluation work.

The Administrator (part-time) is to provide administrative and organisational support for the Board, its sub groups and the Business Manager.

f) Principles

The following principles will underpin the work of the OSCB.

The Board will:

- keep the safeguarding and welfare needs of children and young people at the centre of everything it does
- utilise its unique statutory role effectively by consistently monitoring its own performance
- maintain its independence from all agencies and structures including the Oxfordshire Children and Young People's Board and the Children, Young People and Families' Directorate, Oxfordshire County Council
- operate a challenge function to both member and external agencies
- involve children, young people and families in its work
- develop strong working relationships with strategic partners
- be open and transparent in its dealings with the population of Oxfordshire
- be a learning body seeking continuous improvement

g) The Role and Objectives of OSCB

The role of OSCB is principally to safeguard and promote the welfare of children.

The core objectives of the OSCB are set out in Section 14(1) of the Children Act 2004 and can be defined as

- 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 of the authority; and,
- b) to ensure the effectiveness of what is done by each such person or body for that purpose
- c) Ensure that lessons are learned from unexpected child deaths
- d) Promote the effectiveness of what is done to safeguard and promote the welfare of children through training, safe staff recruitment and vetting.

The OSCB will discharge this function by:-

1. Ensuring it has an effective monitoring, evaluation and audit function.

2. Developing effective policy on recruitment, supervision and investigation of any allegations made against people working with children.
3. Communicating and raising awareness of wider safeguarding issues with practitioners, children, families and the community.
4. Undertaking a broader remit for Safeguarding policy and procedures.
5. Creating procedures to include prevention and setting of thresholds for safety and/or welfare.
6. Ensuring co-ordination and implementation of plan for children who are privately fostered.
7. Setting up and monitoring of a Rapid Response and Child Death Overview Panel and to be influenced by its findings.

For the purpose of this manual, safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

... and undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Child protection is part of safeguarding and providing welfare and refers to protecting specific children who are suffering or are at risk of suffering significant harm (WT Chapter 1, paragraph 1.18 & 1.19)

The scope of OSCB's role includes safeguarding and promoting the welfare of children in 3 broad areas of activity:

- 1) Work in the area of **promotion** – this covers areas that affect all children and aims to prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care. For example:
 - mechanisms to identify abuse and neglect wherever they may occur;
 - work to increase the understanding about issues to do with safeguarding children in the professional and wider community;
 - work to ensure that organisations working or in contact with children operate recruitment and HR practices that take account of the need to safeguard and promote the welfare of children;

- monitoring the effectiveness of organisation's implementation of their duties under Section 11 of the Children Act, 2004;
- ensuring children know who they can contact when they have concerns about their own safety and welfare.
- ensuring adults (including those who are harming children) know who they can contact if they have a concern about a child or young person.
- Nominate an e-online safety officer and develop an effective online strategy.

2) **Targeted** work that aims to target particular groups. For example:

- developing/evaluating thresholds and procedures for work with families whose child has been identified as 'in need' under the Children Act 1989, but where the child is not suffering or at risk of suffering significant harm.
- work to safeguard and promote the welfare of groups of children who are potentially more vulnerable than the general population, for example children living away from home, children who have run away from home, children with disabilities.
- Children living in a home where domestic abuse is prevalent
- Children living with parents with substance misuse issues.

3) **Responsive** work to protect children who are suffering or at risk of suffering maltreatment including:

- children abused and neglected within families,;
- children abused outside families by adults known to them; including those in fear of or subject to forced marriage and honour based violence.
- children abused and neglected by professional carers, within an institutional setting, or anywhere else where children are cared for away from home;
- children abused by strangers;
- children abused by other young people;
- young perpetrators of abuse; and
- children who are trafficked and/or abused through prostitution.

h) **The Functions of the OSCB**

There are six main functions of the OSCB each will take account of the need to promote equality of opportunity and to meet the diverse needs of children. These are:

1. **Developing policies and procedures**

The OSCB is responsible for developing policies and procedures for safeguarding and promoting the welfare of children in Oxfordshire, including policies and procedures in relation to:

- (a) the actions to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention for both s.17 and s.47 of the Children Act 1989.

It is only through clear thresholds and processes and a common understanding of them by local partners that inappropriate referrals will be reduced, the effectiveness of joint work will be improved and resources will be used more efficiently.

- (b) Recruitment and Supervision of people who work with children.

The OSCB will ensure that all agencies have effective policies and procedures, based on National Guidance, for checking the suitability of people applying for work with children. It will also ensure that the children's workforce is properly supervised, with any concerns acted upon quickly.

- (c) Investigation of allegations concerning people working with children.

The OSCB will ensure that policies and procedures are in place to deal with allegations properly and promptly.

- (d) Safety and welfare of children who are privately fostered.

The OSCB will agree the procedures for the notification of private fostering; monitor the management information on numbers of privately fostered children, evaluate/audit the practice and role of organisations e.g. Health, Education and Immigration in identifying privately fostered children and raise awareness in the community of the requirements and issues around private fostering.

- (e) Co-operation with neighbouring Children's Services Authorities

The OSCB will establish procedures to safeguard and promote the welfare of children who move between Local Authority areas. Where necessary OSCB will harmonise and bring coherence to differing and potentially unsafe cross-border processes and procedures. The Child Index will assist in this.

- (f) Continuously monitoring where policies need development.

The OSCB will keep a watching brief on other aspects of safeguarding which may need policy development. These will include: attendance at CP conferences; attendance at Family Group conferences; involvement of children and families in the child protection process; use of advocates, handling complaints, and others which arise from time to time.

- (g) Involvement in preventing and reducing domestic violence and bullying at school.

The OSCB will support developments around domestic violence and bullying at school. It will contribute knowledge and expertise in ensuring that they are responded to appropriately.

2. Training

The OSCB ensures that single and multi-agency training on safeguarding and promoting welfare is provided. It sets priorities for the provision and development of training, linked to workforce strategies and assures the quality of training provided.

3. Communicating and raising awareness

The OSCB will be responsible for communicating to individuals and organisations in Oxfordshire issues about safeguarding and promoting the welfare of children. They will also be responsible for raising awareness about how this can best be done and encouraging them to follow best practice.

This will involve OSCB in contributing to public campaigns of a general nature; campaigns aimed at specific target groups, for example faith and minority communities and 'harder to reach' groups; consultation on an on-going basis with children and young people and receiving feedback in a systematic way from users of the safeguarding system.

4. Monitoring and Evaluation

The OSCB has a wide remit for monitoring and evaluation. This is both internal to OSCB and external to it. Principally this function is to assess the effectiveness of what is done by the Local Authority and Board partners to collectively safeguard children.

Specifically, the OSCB will ensure the achievement of high standards in safeguarding and promoting welfare. This will be done through a system of organisational self-evaluation and peer review to an agreed quality assurance framework designed to assess how well agencies perform to safeguard and promote the welfare of children and young people. The frameworks will take account of inspection standards and the effectiveness of joint working as well as internal functioning.

Self-evaluations will be sent to the Board and reported on annually. Multi-agency work will be subject to joint audit of case files which will assess quality of work undertaken. Learning will be shared with all relevant agencies.

The OSCB will include in its monitoring arrangements accountability from those individuals and organisations that have a duty under Section 11 of the Children Act 2004 or Section 175 or 157 of the Education Act 2002.

The OSCB is committed to continuous improvement. It will therefore make recommendations for improvements and developments and, wherever possible, assist relevant organisations to improve their practice. Such recommendations are likely to arise from any of the monitoring functions outlined above.

5. Participating in Planning and Commissioning

The OSCB, while not directly responsible for placing and commissioning children's services, has an important part to play in commissioning those services which are relevant to safeguarding children and promoting their welfare. The OSCB will contribute to the Children & Young People's Plan particularly for the outcome of Staying Safe. It will be fully conversant with, and regularly analyse the statistics relating to the Staying Safe key judgements and performance indicators.

6. Serious Case Reviews and work in relation to unexpected child death

The OSCB will undertake reviews of cases where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected, and identify lessons to be learned and acted upon by relevant agencies.

The OSCB will operate to the Working Together guidelines and its own set of procedures to guide its work in this area. Such guidelines cover: defining terms of reference; commissioning reviews; engaging an independent person; receiving and discussing the report; agreeing recommendations; approving an Action Plan; monitoring the implementation of the plan and disseminating the lessons.

6a. Child Death Overview Panel and Rapid Response Team

In addition to the above, the OSCB will, on 1 April 2008, have other duties relating to child deaths. Chapter 7 of [Working Together to Safeguard Children](#) sets out the procedures to be followed when a child dies. There are two inter-related processes for reviewing child deaths (either of which can trigger a serious case review):

- a rapid response by a group of key professionals who come together for the purpose of enquiring into and evaluating each *unexpected death of a child*
- an overview of all child deaths (under 18 years) in the Oxfordshire Safeguarding Children's Board area, undertaken by a panel.

Child Death Overview Panels are responsible for reviewing information on all child deaths, and are accountable to the OSCB Chair.

The Board will monitor that the correct procedures and protocols are in place to ensure the two systems are working effectively.

i) Membership

The statutory membership of the Safeguarding Children Board is set out in Section 13(3) of the Children Act 2004. These member organisations are required to co-operate with the local authority in the establishment and operation of the board and have shared responsibility for the effective discharge of its functions.

In Oxfordshire, this means that the organisations represented are as follows:

- Children, Young People and Families Directorate, Oxfordshire County Council

- The five District Councils (shared representation)
- Thames Valley Police
- Thames Valley Probation Service
- Oxfordshire Youth Offending Service
- South Central Strategic Health Authority
- Oxfordshire PCT
- Oxford Radcliffe NHS Trust
- Oxfordshire Buckinghamshire Mental Health Care Trust
- Oxfordshire Learning Disability Trust – Ridgeway Partnership
- South Central Ambulance Trust
- Nuffield Orthopaedic Centre
- Connexions
- CAFCASS
- Huntercombe Young Offender Institution
- Local Medical Committee
- Local head Teachers' Associations

Members representing these organisations are expected to provide consistency and continuity in the membership of OSCB. They are expected to be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account

The individual members of the OSCB have a duty as members to contribute to the effective work of the OSCB, for example, in making the OSCB's assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation.

Each OSCB Member will be subject to a written agreement setting out the expectations of membership in terms of the responsibilities of their agency and of themselves personally and professionally and what they can expect of the board. The protocols will reflect the statutory basis of the board and its legal obligations. They will have common elements and elements specific to each agency.

j) Sub – Groups

The business of the Board will be driven and monitored through an Executive Group. The OSCB has established working groups or sub-groups. These will be based on the functions of the board: Policy & Procedures, Training, Communications, Monitoring and Evaluation, Child Death Overview Panel. Others will be established to address specific issues, on a short term basis if appropriate. There will also be three multi-agency locality Safeguarding Groups. All these groups will be chaired by a member of the OSCB.

These groups will be established by the OSCB and report to it. They will have agreed terms of reference and work plans which support those of the main board. Sub group members will be knowledgeable and sufficiently skilled to contribute to the relevant subject area.

k) Resources & Budget

The OSCB will need an adequate budget and sufficient other resources to enable it effectively to carry out its role and function, to comply with guidance and to meet inspection standards. The budget covers staffing costs, training costs, accommodation, publishing costs and day-to-day running expenses.

Section 15 of the Children Act 2004 empowers statutory board members to make payments towards expenditure incurred by, or for purposes connected with, an OSCB, either directly, or by contributing to a fund out of which payments may be made and may provide staff, goods, services, accommodation or other resources for purposes connected with an OSCB.

Contributions will be based on a formula to be agreed. Income will also be generated through charging for training, conferences and publications as appropriate.

l) Business Plan and Annual Report

The OSCB is committed to ensuring that its work is properly planned and reviewed. Its priorities and objectives will inform and be informed by the Children & Young People's Plan. The OSCB will agree, on a bi-annual basis, a clearly defined business plan which includes identified work streams, responsible member and sub group, and a priority rating for the activity.

Each year an annual report will include a review of the previous year's work, progress against objectives, outputs and outcomes. Work plans and reviews will be published and available to the public. A budget report will be produced during the 3rd quarter and reported to the Board.

The work of the OSCB will be subject to external scrutiny including three yearly Joint Area Reviews.

In addition to developing its own work plan, the OSCB will contribute to the formulation of the Annual Performance Assessment, and in particular to the outcomes associated with Staying Safe.



APPENDICES

Appendix 1

Membership Agreement

1. Duty to Safeguard

This membership agreement represents an agreement between Oxfordshire County Council as the body with the statutory duty under Section 13(1) Children Act 2004 and its Board partners as defined in Section 13(3) of the Act, together with relevant persons and bodies as defined in Section 13(4) to (6) of the Act. It also recognises the explicit two way duty of co-operation between the Council as the Children's Services Authority establishing Oxfordshire Safeguarding Children Board (OSCB) and each Board partner, as set out in Section 13(7) of the Act.

2. Purpose

The agencies and organisations represented on the OSCB share a statutory commitment under the Children Act 2004 to co-operate and work together to safeguard and promote the welfare of children.

It is each member's responsibility and duty to contribute to steering the strategic direction of the OSCB and to ensure implementation of both Working Together Guidance and Standard 5 of the National Framework.

The OSCB is responsible for co-ordinating local agencies' arrangements and has a collective responsibility for ensuring the effectiveness of local arrangements and services of all agencies working with children in Oxfordshire:

To focus agency activity on delivering improved outcomes for children as defined in the priorities outlined in the Children and Young People's Plan.

To ensure strong and effective inter-agency arrangements proactively to co-ordinate the delivery of safeguarding arrangements through the implementation of the OSCB strategy and supporting plans.

3. Expectations of Members

All board members will share the responsibility for ensuring that the OSCB objectives are delivered. Members of each individual sub-group will be responsible and accountable for agreeing their terms of reference and supporting plans within their remit.

Each Board partner accepts the responsibility to:

- Agencies will strive to be represented with 100% attendance of which no more than 20% should be by an alternative named representative.

- Be responsible for their agency's contribution to safeguarding children whether this be agency resources, financial, human or in kind, and to ensure they are utilised to meet OSCB objectives. Any shortfalls should be brought to the attention of their agency and the Board.
- Act as a channel of communication between their own agency and the Board and to be the named advocate for safeguarding in all matters relating to the OSCB within their agency/professional body.
- Accept responsibility for monitoring the effectiveness of arrangements, to contribute to and examine regular updates, data and analysis on individual and joint agency performance.
- For those members who represent more than one agency i.e. district council and voluntary representative, to act as defined in the agreement for their own agency but also ensure effective communication with the partners they represent.

4. Terms and Conditions

It is expected that the OSCB representatives will be senior managers within their organisation. Members should be able to commit their agency/professional body to joint working and in some cases allocate and/or reshape resources to support the work of the OSCB.

It is expected that named representatives will normally serve a minimum of three years on the OSCB. Any extension of this will be discussed and negotiated with the OSCB Chair or Business Manager.

No fees will be paid by the OSCB for agency time or expenses for attendance at meetings. Where exceptions exist this will be defined in the subgroup/business plan and negotiated with the OSCB Business Manager.

Agencies will be expected to respect any OSCB shared information as confidential and will be expected to sign a confidentiality agreement.

All agencies will ensure that their nominated statutory or non statutory members have an up to date, clear Enhanced Criminal Records Bureau (CRB) Check.

Signed

Agency

Agency representative OSCB



Oxfordshire Safeguarding Children Board

Appendix 2

OSCB Confidentiality Agreement re Serious Case Reviews

Confidentiality Statement

- All members of OSCB need to be clear about the circumstances under which serious cases are conducted and discussed at Board meetings and the nature of the confidentiality in relation to this process.
- The reviewing and investigative functions of undertaking reviews of serious cases are conducted under regulation 5 of the Children Act 2004 and the procedures set out in chapter eight of Working Together guidance.
- The purpose of a case review is to establish whether there are lessons to be learnt from the case, identify what those lessons are, how they will be acted on, and what is expected to change; and as a consequence, improve interagency working and better safeguard and promote the welfare of children.
- When the decision to review a case has been made The Serious Case Review subgroup will be convened to conduct the review under the terms t out in the guidance.
- On receipt of these draft reports the contributing organisations and individuals need to declare that they are satisfied that their information is fully and fairly represented in the overview report. Following the completion of the review it is presented with the recommendations and action plan to the full OSCB.
- At the time the review is presented to the Board it is in final draft stage and remains confidential. All agencies who are in receipt of these papers must agree to the following confidentiality agreement:
- OSCB Serious Case subgroup will decide on a case by case basis the method for making overview reports public, any requests for disclosure of information should be made to the Chair SCR subgroup.
- Any requests for disclosure of SCR reports under the Freedom of Information Act; by the coroner or criminal courts will be handled on a case by case basis where advice will be sought by the SCR subgroup from the legal department at the County Council.

All documentation is to be marked '**CONFIDENTIAL – NOT TO BE DISCLOSED WITHOUT CONSENT**' and returned to the OSCB Business Manager after the Board meeting.

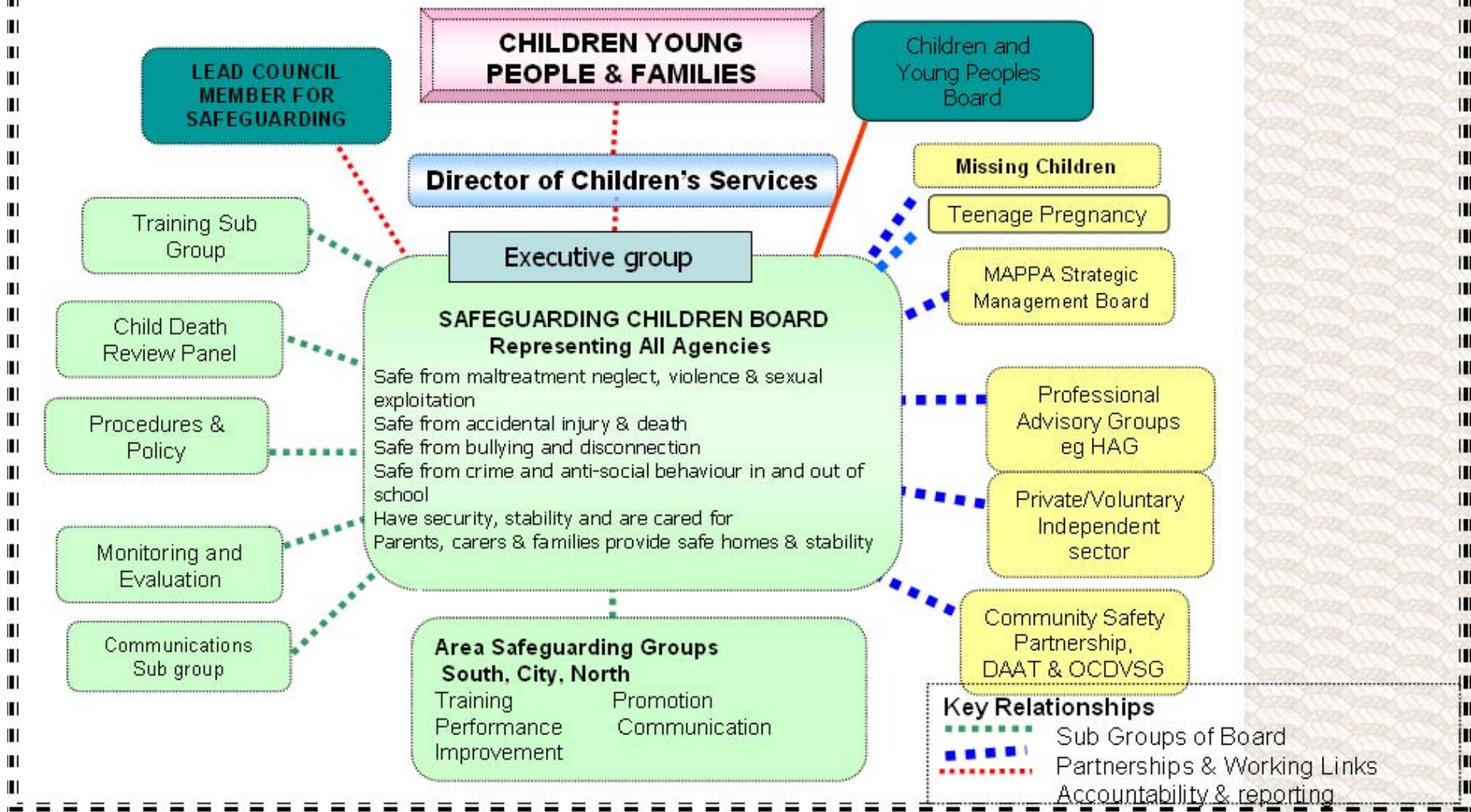
All electronic copies are to be removed from organisations electronic records.

All information discussed at Board meetings is **STRICTLY CONFIDENTIAL** and must not be disclosed to third parties without discussion and agreement with Chair of OSCB. The disclosure of information outside this meeting beyond that which is agreed will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of the agencies involved.

As a member of OSCB I agree to abide by this agreement in relation to all serious cases discussed at Board meetings.

NAME	<u>AGENCY AND FULL CONTACT DETAILS</u> (postal address Telephone Number & E-Mail)	SIGNATURE
1.		

Oxfordshire Safeguarding Children Board



Appendix 4

OSCB Executive Group

Draft Terms of Reference

Independent Chair: Andrea Hickman

Vice Chair: Andy Couldrick

Purpose:

To ensure that 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.

Core Function:

1. To ensure that OSCB and its operational groups fulfil the statutory functions as laid out in Working Together 2006.
2. To be an effective motivator for setting and maintaining standards for the work of Oxfordshire Safeguarding Board.
3. To act as a filter mechanism for the Board, identifying 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.
4. To receive and capture emerging good practice from National and Regional safeguarding guidance that can inform and influence the development of local safeguarding arrangements.
5. 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
6. To strive to continuously improve performance against the priorities defined within the OSCB Business Plan.
7. To receive papers and approve agenda items on behalf of the Board.



Oxfordshire Safeguarding Children Board

Frequency:

The Executive Group to meet six weekly, and two weeks before the OSCB.
Members to strive to attend 100% of meetings.
The meetings will be quorate with no less than three members.

Accountability:

The Executive Group is accountable to the OSCB and the Director of Children Young People and families.

Membership:

Designated senior managers from the statutory safeguarding agencies

Safeguarding Organisation and Role

1. Independent Chair OSCB
2. Head of Service Children & Families OCC
3. Superintendent – Thames Valley Police
4. Designated Doctor - ORH NHS Trust
5. Designated Nurse O PCT
6. Assistant Head of Service Access & Social Inc OCC

Officer: Business Manager OSCB

Draft
Format for Terms of Reference
XXX Subgroup

Chair:

Vice Chair:

Purpose:

To develop a work plan to carry out such work as directed by the Board and stated in the annual business plan.

To report annually on the work plan, and contribute to the production of the annual report.

To recommend to the Board areas for further development.

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

Activities:

(Each subgroup to add function and activities here)

Frequency:

The XXXX to meet a minimum of every 12 weeks, to call other meetings as work dictates.

Members to strive to attend 100% of meetings.

The meetings will be quorate with no less than four members.

Accountability:

The subgroup is accountable to the main board and will report on a regular basis its activities and annually on its work plan.

Subgroups will keep an action plan which will be updated after each meeting and sent to the Business Manager for monitoring.

Chair arrangements:

The chair to serve a maximum of two years.

The group to nominate a replacement chair six months prior to the chair stepping down.

Membership:

<u>Role</u>	<u>Organisation</u>
Chair :	
Vice Chair	



Oxfordshire Safeguarding Children Board

Draft Terms of Reference of Local Safeguarding Groups

Chairs:

Vice Chair:

Purpose:

To act as the communication link between the OSCB and local practitioners
To improve front line multi agency safeguarding practice by acting as a forum where staff members are able to network, discuss practice and are made aware of

- OSCB priorities,
- SCR recommendations
- new Government Guidance
- Safeguarding procedures
- Boards annual business plan.

To develop a work plan to proactively deliver the Boards and emerging local priorities

Activities:

- Develop a work plan which is cognisant of Board priorities and local needs.
- To communicate OSCB activities to local practitioners.
- To facilitate local practice discussions and networking and direct any operational issues to the correct agency, individual manager or subgroup.
- To facilitate the delivery of local networking or training sessions as identified by the group.
- To build up a relationship with local safeguarding practitioners in their locality.

Frequency:

The Local Safeguarding Groups to meet a minimum of every 12 weeks, to call other meetings as work dictates.

Members to strive to attend 100% of meetings.

The meetings will be quorate with no less than four members.

Accountability:

Local Safeguarding Groups are accountable to the main board and will report on a regular basis its activities and annually on its work plan.

Safeguarding Groups will keep an action plan which will be updated after each meeting and sent to the Business Manager for monitoring.

Chair arrangements:

The chair to serve a maximum of two years.

The group to nominate a replacement chair six months prior to the chair stepping down.

Membership:

<u>Role</u>	<u>Organisation</u>
Chair :	
Vice Chair	



Appendix 5

Oxfordshire Safeguarding Children Board **Report Template**

The aim of this template is to ensure that we have a uniform process for any reports being presented to the OSCB. This will assist in Board decision making, ensure all relevant information is included and allow for a more streamline process for the Annual Report.

Any requests for reports will be made by the OSCB Business Manager at least 4 weeks prior to the relevant meeting.

All reports should be with the Business Manager 1 week prior to the Executive Group meeting to ensure it is included in the preparation for the Board agenda.

Tabling papers will only be allowed in exceptional circumstances

Any reports to subgroups or local safeguarding groups are to be in the same format. These will also need to be sent to the Business Manager for information.

Even those areas where there is no information or implications should be included to show that they have been considered.

Template

1. Introduction
2. Background
3. Outcomes (or projected outcome)
4. Financial and resource implications
5. Training implications
6. Recommendations to the Bo



Work Plan Guidance

This template has been developed to ensure that all OSCB plans are compatible and include similar information.

Reporting Guidance

- All subgroups work plans should be in this format.
- All plans should be updated after to each subgroup meeting
- Updated plans should be sent to the OSCB Business Manager
- Version control and date should be updated as the plan is updated to ensure that members are all working from the current plan.

Plan	Priority	Justification	Projected Outcome	Action required Evidence	Responsible	Report to / when	Progress
This should show which plans the actions are in and from. i.e. M&E, JAR SCR	Which priority / plan is this from linked to strategy i.e. Safer recruitment,	Why is this action being undertaken i.e. statutory guidance	What is aimed to be achieved i.e. children will be protected by weeding out those in the children's workforce who might pose a risk	Development of safe recruitment procedures / processes adopted by all member agencies as reported in annual audit.	Safe recruitment subgroup All Members	M&E Annual Sept	Red - standard not met, and should be considered as a priority for addressing. Amber - partially met and requires input but not as a matter of urgency. Green –fully met and would indicate that there is no further development work required at this time.



Oxfordshire Safeguarding Children Board

Minute Template

Present	<i>Name, organisation and role of all attendees</i>		
Agenda Item	Action Agreed	Responsible Member	Timescale
<i>To follow the agenda to include the number of the item and the titles as on the agenda</i> 1. <i>Apologies</i>			
2. <i>Minutes of previous meetings inch any amendments</i>			
3. <i>Matters Arising</i>			
4. <i>Chairs update / report</i>			
5. <i>Agenda Items To summarise the key points of the discussion and the issues arising. Need not include to much of the ‘discussion’ on the issues arising that need action</i>	<i>When an action identified in the column to the left – what is to be done</i>	<i>Who is responsible for implementing the action</i>	<i>When the action is to be done by</i>