

Bradford



Safeguarding Children Board

Constitution

Statement of Intent

The Bradford Safeguarding Children Board will work towards keeping children in Bradford, under the age of 18 years, safe from harm. We will strive to make sure that every child in Bradford feels secure, well cared for, and able to reach their full potential. We will support all staff to help families and carers achieve this.

The Bradford Safeguarding Children Board will make sure that all people who work with children, and their families and carers, know how important it is to keep all children in Bradford safe.

The Bradford Safeguarding Children Board will help all staff and professionals to work together and know the rules about keeping children safe. They will understand the importance of listening to children, especially when children are worried about themselves or others.

The Bradford Safeguarding Children Board will work to reduce all the kinds of harm that children can suffer, including abuse, avoidable injuries and deaths.

The Bradford Safeguarding Children Board will seek the views of children and the people who care for them in order for Bradford to become a place where all children are safe and valued.

1. Responsibilities and Functions

Objectives

- 1.0 Section 13 of the Children Act 2004 (“the Act”) requires Children’s Services Authorities to establish Local Safeguarding Children Boards (“Boards”), involving key local partners as defined in section 13(3) of the Act. It also requires these board partners to co-operate with each other in the establishment and operation of this Board. This document details the arrangements for the Board partners within Bradford District to carry out their functions as laid out in legislation and guidance.
- 2.0 Section 14 of the Act provides that the objective of the Board is to coordinate what each person or body does for the purposes of safeguarding and promoting the welfare of children in the local authority area, and to ensure that such actions are carried out effectively.
- 3.0 Regulations and Guidance provide for the detailed functions and procedures of such Boards.
- 4.0 This Board will be known as the Bradford Safeguarding Children Board (or “BSCB”, or “the Board”).
- 5.0 Section 11 of Children Act 2004 separately places a duty on key individuals and bodies, including the partners, to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its functions.

Specific Functions of BSCB

- 1.5 Responsibilities
- 1.6 The BSCB will focus on the following aims from the Every Child Matters “Stay Safe Outcome:
 - Children be safe from maltreatment, neglect, violence and sexual exploitation;
 - Children have security, stability and are cared for;
 - Children are safe from accidents, injury and death.
- 1.7 The specific responsibilities of the BSCB laid out in Section 4.2 of ‘Working Together to Safeguard Children’ (2006) and in the statutory guidance on making arrangements under Section 11 of the Children Act 2004 are:
 - To ensure the multi-disciplinary co-ordination of: referral, enquiry, assessment, planning, intervention and case review services;

- To audit and evaluate how well services work together to protect children, for example through wider case audits;
- To put in place objectives and performance indicators for child protection;
- To encourage and help develop effective working relationships between different services and professional groups, based on trust and mutual understanding;
- To ensure that there is a level of understanding and agreement across agencies about operational definitions and thresholds for intervention;
- To improve local ways of working in the light of knowledge gained through national and local experience and research, and to make sure that any lessons learned are shared, understood and acted upon;
- To undertake case reviews where a child has died or – in certain circumstances – been seriously harmed, and abuse or neglect are confirmed or suspected. To make sure that any lessons from the case are understood and acted upon;
- To audit the effectiveness of following arrangements made by Board partners within their own agency to safeguard children:
 - Policy and procedures
 - Clear lines of accountability
 - Involvement of families in development of services
 - Training
 - Safe recruitment
 - Effective inter-agency working strategically and at individual child level
 - Information sharing protocols
 - Work with individual children and their families adhere to principles laid out at appendix 2
 - Integration of services around children
- To communicate clearly to individual services and professional groups their shared responsibility for protecting children, and to explain how each can contribute;
- To help improve the quality of child protection work and of inter-agency working through specifying needs for inter-agency training and development, and ensuring that training is delivered; and
- To raise awareness within the wider community of the need to safeguard children and promote their welfare and to explain how the wider community can contribute to these objectives.

- Putting in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death of a child.
 - BSCB will decide whether to carry out the functions in relation to child deaths prior to the statutory implementation date of 1 April 2008.
- 1.8 The Board, through an annual Business Plan, will develop and keep under review joint working policies and procedures in all aspects of child protection work undertaken in the District.
- 1.9 In addition to the above functions, BSCB will engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

1. The Structure of BSCB

- 2.1 The structure of the BSCB has three elements:
- THE CHAIR
 - THE BOARD
 - TASK AND SUB-GROUPS

The Chair

- 2.2 The Director of Social Services will chair the Bradford Safeguarding Children Board until such time as the Director of the Children's Services Authority has been appointed, whereupon this position will be reviewed.
- 2.3 The Board will annually elect a Vice Chair who will be a representative of another agency and who will assume the Chair in the absence of the Chairperson.

Membership

- 2.4 The Bradford District Safeguarding Children Board shall consist of representatives from the following agencies/organisations:
- City of Bradford Metropolitan District Council Children's Services Authority
 - Early Years and Child Care
 - Youth Service
 - Children's Social Care
 - Education Bradford
 - Bradford Education
 - Adult Social Care

- Youth Offending Team
- Each Primary Care Trust
- Each hospital Trust
- West Yorkshire Police
- Probation Service
- NSPCC
- CAFCASS
- A representative of the Voluntary Sector
- Crown Prosecution Service
- Connexions
- Bradford District Care Trust

In an advisory capacity the following will also be members:

- Child Protection Co-ordinator
- Board Business Manager
- Legal Services
- Designated Nurse (Bradford District Primary Care Trusts)
- Designated Doctor (Airedale Health Trust)
- Designated Doctor (Bradford Hospital Trusts).

Other agencies/organisations may become members of the Board as appropriate.

Representation

- 2.5 All agencies recognise the importance of securing effective co-operation by appointing senior officers or professionals to the Bradford Safeguarding Children Board as representatives.
- 2.6 Those members representing individual agencies should have sufficient knowledge of child protection to contribute to the work of the Board and have sufficient delegated authority to allow them to speak on their agency's behalf and to make decisions to an agreed level, without referral to their own agency, to enable the Board to operate effectively.
- 2.7 If an agency representative cannot attend a meeting of BSCB, that agency may nominate an officer fulfilling requirements under paragraph 2.6 to substitute for the representative on that occasion.

- 2.8 A job description and person-specification, drawn up by the Board to assist agencies in securing appropriate representation, is included in Appendix 1.

Accountability

- 2.9 The above agencies are jointly responsible for the actions of the Bradford Safeguarding Children Board.
- 2.10 Each constituent agency shall contribute to the development and ownership of the policies, procedures and actions of the Bradford Safeguarding Children Board.

Proposed Sub Groups

- 2.11 In order to assist the Bradford Safeguarding Children Board in discharging its responsibilities, it will appoint the following Sub-Groups:
- Training
 - Professional Practice
 - Performance Management
 - SCIP – Safeguarding Children involved in Prostitution
 - Serious Case Review
 - Safe from Accidental Injury & Death
- 2.12 Other groups may be established from time to time for specific purposes, such as for those required to oversee and carry out Serious Case Reviews, or task groups to focus on time limited projects. As the Board develops, the number and remit of sub-groups will be kept under review to ensure that the objectives of the Board are achieved. In particular, the Board will establish a Child Death Overview Panel to enable it to discharge its responsibilities in this area by 1 April 2008.
- 2.13 Sub-and task groups will normally be chaired by a member of the BSCB.

3. Arrangements and Management of Business

- 3.1 Although created as required by Statute, the Board is an unincorporated association.
- 3.2 The Board and its activities are part of the wider context of Children's Trust arrangements. The Board has a separate identity and voice, to enable it to evaluate and ensure the effectiveness of the arrangements made by individual agencies and the wider partnership to safeguard and promote the welfare of children. The Board is a formal consultee during the development of the Children & Young People's Plan. The

- Board and the wider Trust arrangements will establish and maintain an ongoing and direct relationship, communicating regularly.
- 3.3 The Board will be responsible for the delivery of the Stay Safe outcome as part of the Trust arrangements, and will ensure that arrangements made by individual agencies and wider strategic partnerships effectively safeguard and promote the welfare of children.
- 3.4 A Standing Conference will be held twice yearly, Its purpose will be:
- To raise awareness about the work of the BSCB
 - To engage with a wider audience than would be possible through the BSCB
- 3.5 The audience will include the members of all partners, sub-committees and forums and representatives of any other groups or organisations as appropriate.
- 3.6 The quorum of the Board is **Six**; including at least one representative of each of the Local Authority and NHS
- 3.7 The Board will meet at bi-monthly intervals. The Chair, in consultation with the Vice-Chair, can convene extraordinary meetings when circumstances require.
- 3.8 Expert professional advice will be sought as and when required.
- 3.9 The Board will provide a coordinated response to media enquiries about the work of the Board on behalf of the partner agencies.
- 3.10 The BSCB will produce an Annual Business Plan each April which fits clearly within the framework of priorities and action set out in the local Children and Young People's Plan.

The Plan will include a work programme, measurable objectives, a budget, relevant management information, a review of the previous year's work.

The Plan will be made publicly available.

Funding

- 3.11 The constituent agencies of the Board will contribute annually, to an agreed level, the funding required to accomplish the tasks of the Board. The Board budget will be agreed on a three yearly cycle.
- 3.12 It is the responsibility of each constituent agency of the Board promptly to contribute financially so that the Board has an annual budget that is adequate to fulfill its statutory functions. Such a budget will include the cost of training on a multi-agency basis and enable the Board to carry out its agreed Business Plan'.

- 3.13 The level of funding of each constituent agency should be agreed no later than February preceding the financial year in question, at the annual business meeting.
- 3.14 The financial year shall be 1st April to 31st March.
- 3.15 If the Board members agree expenditure in excess of the previously fixed budget, the extra expenditure above the amount budgeted will be shared pro-rata between the financially contributing partners.

4. Procedures

- 4.1 The Board will produce a procedural handbook in line with the guidance contained in 'Working Together'.
- 4.2 The handbook will contain inter-agency and agency procedures for child protection work in the Bradford District. It will be prepared in a format agreed by the Board and will be reviewed annually. The handbook should be accessible to all staff within partner agencies and to independent practitioners in direct contact with children and families, including independent schools, day care centres and appropriate local voluntary organisations.

5. Review of the Constitution

- 5.1 This constitution will be reviewed on an annual basis at the business meeting. This meeting will take place prior to the end of each financial year and will agree a Business Plan for the forthcoming year. At this annual meeting, changes should if possible be by consensus, but may be agreed by 90 % of the partners. Amendments to the constitution can be made at any other time with the agreement of all members of the Board. Suggested amendments to the constitution should be proposed as agenda items at Bradford Safeguarding Children Board meetings.

Appendix 1

Job Description for Agency Representatives

1. To ensure that the work of the BSCB is informed by the key relevant strategic and operational issues affecting their agency.
2. To ensure that the work of the BSCB impacts on the strategic and operational planning, decision making and activity of their agency.
3. To ensure that the work of the BSCB is communicated to all relevant staff in their agency.
4. To be the means by which their agency is consulted on particular issues.
5. To make objective assessments (and constructive challenge) of the quality of the safeguarding activity of Board partners, including their own.
6. To ensure their agency makes an appropriate contribution to the resourcing of the BSCB.
7. If requested, to Chair a sub- or task group and ensure that group achieves its work plan.
8. To attend BSCB meetings regularly and carry out tasks arising from those meetings.
9. To make decisions and commitments on behalf of their agency.

Person Specification for Agency Representatives

In order for the Board effectively to carry out its work, as well as needing to be of sufficient seniority to speak on their agency's behalf and to be able to make decisions to an agreed level without referral to their own agency, agency representatives should possess a range of the following qualities:

Accountability

To be able to provide statutory interagency leadership at a strategic, operational and promotional level.

Organisational

1. Members need to be able to represent their entire agency and not just the part they may have direct managerial control over or for which they have clinical responsibility.
2. Members should be of sufficient seniority or have access to officers of sufficient seniority to ensure appropriate resources are provided for child protection work in their agencies.
3. Members should be in a position to ensure implementation within their own agencies of policies and priorities agreed by the Board.
4. Members need to have the ability to influence the priority and policy setting of their own agencies.
5. Members need to be able to commit their time and appropriate agency resources to the work of the Board.

Professional

1. Members need to have sufficient knowledge and experience of child protection issues within their agency.
2. Members need to have sufficient knowledge of the work of other partner agencies.
3. Members need to have sufficient knowledge of appropriate legislation.
4. Members need sufficient clarity about the role they fulfill as Board members.

Organisations should only nominate individuals who can meet the above requirements.