



Kingston Local Children's Safeguarding Board

Policy & Procedure Group

Terms of Reference

Aims and Functions

1. To review new legislation and guidance and advise the LSCB of its relevance and consequence for partner agencies.
2. To integrate new legislation and guidance into relevant LSCB procedural documents.
3. To keep the LSCB procedures and protocols under review and amend as required.
4. To ensure local policies and protocols reflect new legislation and guidance and take account of pan London Policy and guidance.
5. To ensure that the work of the Policy & Procedure Group is integrated with the purpose and functions of other LSCB groups.
6. To undertake specific tasks as directed by the LSCB.

Membership

Members will be invited to all meetings and should send a substitute of appropriate seniority if unable to attend. To be quorate, meetings will have to be attended by representatives from at least three different organisations.

Organisation	Post	Representative
Learning & Children's Services	Strategic Manager Safeguarding Services (Chair)	Lee Hopkins
Learning & Children's Services	Manager Child Protection Service	Sara Beresford
Learning & Children's Services	Strategic Manager Education Welfare	Ming Zhang
Learning & Children's Services	Manager Looked After and Leaving Care	John Budden
Learning & Children's Services	LSCB Development Officer	George Hawthorn acting
Kingston Primary Care Trust	Designated Nurse for Child Protection	Sara Patience

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Kingston Primary Care Trust	Named Nurse for Child Protection	Vacant
Kingston Hospital NHS Trust	Liaison Health Visitor/Designated Nurse for Child Protection	Anne Boatman
Kingston Hospital NHS Trust	Consultant Community Paediatrician	
Schools	Secondary School Headteacher	Siobhan Lowe
Schools	Primary School Headteacher	Julie Ritchie
Chief Executives Department	Principal Solicitor Childcare	Neeta Sharma
National Probation Service	Senior Probation Officer	Anna Linkin
Metropolitan Police Child Abuse Investigation Team	Detective Sergeant	DS Jo Senior
South West London and St George's NHS Mental Health Trust	Child Protection Coordinator	Janette Brown
Housing	Head of Housing	Mike England
Voluntary Sector Unit	Children's voluntary sector worker	Patricia Turner

Principles

The Policy and Procedure Group is committed to ways of working which are inclusive, open, accountable and informed.

The membership reflects the variety of groups involved in the planning, commissioning and delivery of children and young people's services in Kingston and may be reviewed from time to time.

The Policy and Procedure Group will promote the active participation of children, young people and their parents or carers in the design and delivery of services.

All agencies are accountable for making the Policy and Procedure Group work and for their contribution to this group. It is expected that all members will have delegated responsibility and be of sufficient seniority to speak on behalf of their agencies.

Chair/Vice Chair

This group will be chaired by the Safeguarding Adviser to the LSCB. This role is undertaken by the Strategic Manager for Safeguarding.

The Vice Chair will be appointed from among the membership on a rotating basis and serve for an agreed term of up to 12 months.

Relationship with the LSCB and Trust Board

The Policy and Procedure Group will receive commissions from and report directly to the LSCB.

Frequency of Meetings

Meetings should be held at least every eight weeks and will be scheduled to facilitate maximum attendance.

Members are expected to attend all meetings of the group or send a deputy. Information about attendance at the LSCB and Group meetings will be included in the LSCB Annual Report.

Ways of Working

The agenda will be circulated at least five working days in advance of each meeting and the minutes within three weeks of each meeting.

Items of business will, as far as possible, be identified at each meeting of the Policy and Procedure Group for the next and subsequent meetings.

Minutes of the meetings will be circulated to all members of the Kingston LSCB board and chairs of the function groups.