

LOCAL SAFEGUARDING CHILDREN’S BOARD

POLICY AND PRACTICE IMPLEMENTATION GROUP

TERMS OF REFERENCE

Aims and Functions

- To receive and consider new legislation and guidance and advise the LSCB of its relevance and consequence for partner agencies.
- To integrate new legislation and guidance into relevant LSCB procedural documents.
- To keep the LSCB procedures and protocols under review and amend as required.
- To develop local policies and protocols to reflect new legislation and guidance.
- To prepare and update information leaflets regarding the work of the LCSB, child protection conferences and the child protection register.
- To relate the work of the Policy & Practice Implementation Group to the purpose and functions of other sub-groups, identifying complementary work required in relation to practice and procedure.
- To receive commissions of work tasks from the LSCB.

Membership

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

Organisation	Post	Representative
Learning and Children’s Services	Principal Manager (Chair)	Eoin Rush
Learning and Children’s Services	Child Protection Service Manager	Sara Beresford
Learning and Children’s Services	Principal Education Welfare Officer	Ming Zhang
Learning and Children’s Services	Looked After and Leaving Care Team Manager	John Budden
Kingston Primary Care Trust	Designated Nurse for Child Protection	Caroline Catlow
Kingston Hospital NHS Trust	Liaison Health Visitor/Designated Nurse for Child Protection	Anne Boatman
Kingston Hospital NHS Trust	Consultant Community Paediatrician	Dr Nagla Salem
Schools	Secondary School Headteacher	Siobhan Lowe
Schools	Primary School Headteacher	Julie Ritchie
Chief Executives Department	Principal Solicitor Childcare	Neeta Sharma
Probation Service	Senior Probation Officer	Jean Jarratt
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		
Voluntary Sector		

Principles

The Policy and Practice Implementation Sub 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 updated from time to time.

The Policy and Practice Implementation Sub Group will consider how to effectively involve children, young people and their parents/carers in the design and delivery of services.

Chair/Vice Chair

This group should be chaired by the Child Protection Adviser to the LSCB. This role is undertaken by the Principal Manager, Child Protection and Family Support.

The Vice Chair should be appointed from among the membership on a rotating basis and serve for one year.

Relationship with the LSCB and Trust Board

The Policy and Practice Implementation Sub Group will receive commissions from and report directly to the LSCB.

Note

Guidance from the DfES makes it clear that activities to safeguard and promote the welfare of children sit within the wider context of arrangements to improve outcomes for children. However, the LSCB is not a commissioning workstream relating to the Trust Board. It is a statutory body, which sits alongside the Board, but is independent from it.

The LSCB has a particular statutory role in evaluation and scrutinising the effectiveness of the arrangements made by all agencies to safeguard and promote the welfare of children living in Kingston and advising the Trust Board in this respect. In order to assess the effectiveness of local safeguarding activity and challenge as required, the LSCB will require a degree of independence and a clear and distinct identity.

Frequency of Meetings

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

If a member of the group misses three consecutive meetings the Chair will write to the agency concerned requesting a different representative attends the meetings. There is an expectation that members' attendance at meetings will be at least 90%. Information about attendance at the LSCB and Sub Group meetings will be included in the Annual Report.

Ways of Working

Agendas to be circulated at least five working days in advance and within three weeks of each meeting.

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

Minutes of the meetings will be circulated to all members of the Policy and Practice Implementation Sub Group, the Practice Review and Standards Implementation Sub Group, the Training Strategy and Implementation Sub Group, the Domestic Violence Strategy and Implementation Sub Group, the Chair of the Local Safeguarding Children's Board and the Chair of the Children and Young People's Strategic Partnership.

Accountability

All agencies are accountable for making the Policy and Practice Implementation Sub 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.