



Learning and Professional Practice Group Terms of Reference

1. APPOINTMENT

The Learning and Professional Practice Group (LAPP) is appointed by the Plymouth Safeguarding Children Board (PSCB) and shall be made up of partner agencies of the Board.

2. PURPOSE

The Plymouth Safeguarding Children Board (PSCB) is the statutory vehicle for co-ordinating and evaluating effectiveness of safeguarding and promoting welfare of children within the City of Plymouth.

The purpose of the LAPP is to seek assurance that learning from PSCB activities and regional/national themes and trends impacts on practice, and oversee data, audit activity and training.

3. MEMBERSHIP

Membership of the LAPP shall be drawn from representatives of partner agencies of the PSCB as follows:-

- 3.1 Head of Service, Children Young People and Families (Local Authority);
- 3.2 Devon and Cornwall Police (Police);
- 3.3 Assistant Director, Children Young People and Families (Local Authority);
- 3.4 City College Plymouth (Education);
- 3.5 Education Welfare Manager (Education);
- 3.6 Devon & Somerset Fire and Rescue Service (Community);
- 3.7 Named Nurse Safeguarding Children, Plymouth Hospitals NHS Trust (Health);
- 3.8 Named Nurse Safeguarding Children, Livewell Southwest CIC (Health);
- 3.9 Named Doctor Safeguarding Children, Livewell Southwest CIC (Health);
- 3.10 Principal Social Worker, Children Young People and Families (Local Authority);
- 3.11 Senior Probation Officer (Probation);
- 3.12 Early Years Safeguarding and Welfare Officer (Local Authority);

- 3.13 Barnardos (Voluntary and Community);
- 3.14 Alternative Complimentary Education (Education);
- 3.15 Torbridge School (Education);
- 3.16 Head of Special Educational Needs and Disability Service (Local Authority);
- 3.17 Cafcass (Community);
- 3.18 Plymouth Octopus Project (Voluntary and Community);
- 3.19 Lead Officer for Learning and Development (PSCB);
- 3.20 Public Health (Local Authority);
- 3.21 Plymouth Learning Partnership (Education);
- 3.22 Brook Green Special School (Education);
- 3.23 Twelve's Company (Community and Voluntary);
- 3.24 Youth Participation (Local Authority);
- 3.25 Youth Offending Service (Local Authority).

Membership of the LAPP shall be reviewed by the Independent Chair of the PSCB on a bi-annual basis to assess value of participation and its reflection of the demands and needs within the City to safeguard and promote the welfare of children. There is no time limit upon membership within the LAPP.

Members are expected to make every effort to attend all meetings and disseminate information within their agency. Attendance will be recorded formally through meeting minutes. Members of the LAPP are expected to provide information and expertise to decision making and to conduct its responsibilities and duties, and related PSCB tasks as identified from time to time via the LAPP.

Appointments to the LAPP shall be made by the PSCB, based upon nominations/expressions of interest received from city stakeholder groups and sectors. The PSCB may seek independent expressions of interests to represent a key group where it has determined that such a group are not already represented. This may occur in response to local and national intelligence, findings from Serious Case Reviews or other methods of learning/indication of concern.

4. RESPONSIBILITIES

The LAPP has been appointed to undertake the following functions of the PSCB:-

- 4.1 Specify and receive performance data from all agencies in relation to the PSCB's core business and the wider safeguarding agenda from sources including:
 - performance indicators in agreed data set;
 - performance reports and audits carried out within

- agencies;
- conduct the annual Section 11 audit;
- conduct audits across practice themes.

- 4.2 Analyse this data in order to:
- seek assurance on performance across partner agencies
 - identify areas of good practice
 - identify areas of concern to the PSCB and make recommendations for action
 - understand PSCB's performance in relation to comparator Boards and Local Authorities.

5. DUTIES

The LAPP shall:-

- 5.1 ensure that the PSCB has knowledge of current working practices for safeguarding children within and across agencies in Plymouth through the use of multi-agency case audits, monitoring of key performance data, and reports from single and joint inspections;
- 5.2 share best practice across partner agencies and improve collaborative working;
- 5.3 receive monitoring information about the extent to which children and young people who are the subject of interventions achieve positive outcomes, using data to identify significant concerns and significant improvements, 'hotspots' which are brought to the attention of the PSCB and used to inform best practice and develop new procedures;
- 5.4 collaborate with the PSCB Groups to disseminate learning into practice;
- 5.5 produce and maintain a city-wide learning and improvement framework, ensuring a learning culture for best interagency practice;
- 5.6 disseminate learning from local, regional audit and review findings, and research;
- 5.7 promote and ensure the effectiveness of a shared framework for assessment;
- 5.8 respond to relevant national and regional consultations and initiatives developing a communication strategy around access to practice guidance and ensure that front line professionals and families are made aware of services to protect children from harm;
- 5.9 alongside the Policies Procedures and Safer Employment Practices Group consider the implications of and make local preparations for new practice guidance and legislation relevant to agencies working with children, young people and families, and make recommendations to PSCB

members accordingly;

- 5.10 receive recommendations on the work of the South West Peninsula sub groups: Child Online Safety, Sexual Exploitation and the Child Death Overview Panel;
- 5.11 monitor progress on PSCB action plans and inform the annual safeguarding report;
- 5.12 embed and implement throughout its business the Ten Wishes of children and young people and promote consultation with children and young people;
- 5.13 promote equality and diversity through anti-discriminatory practice and learning opportunities.

- 6. ACCOUNTABILITY** The LAPP is accountable to the PSCB.
- 7. INVITED TO ATTEND** In addition to members of the LAPP, it may be appropriate to invite subject matter experts to provide advice, support and information.
- 8. IN ATTENDANCE** The PSCB Safeguarding Business Manager and safeguarding assistant shall be an officer in attendance at the LAPP.
- 9. QUORUM** For LAPP meetings to be quorate at least one representative from the following key agencies must be in attendance:-
 - 9.1 Local Authority
 - 9.2 Health
 - 9.3 Police.In the absence of a quorum the power to make decisions shall cease and the meeting may be adjourned to another date/time.
- 10. BUSINESS SUPPORT** The PSCB Business Manager, on behalf of the Independent Chair, will ensure that LAPP is properly equipped to carry out its role and shall provide support and advice.
- 11. CHAIRMAN** The LAPP will elect a Chair and Vice Chair to provide leadership and promote PSCB business at the LAPP. The Chair and the Vice Chair must be from a key agency (health, police, local authority and shall be elected by LAPP members, through a vote, on a bi-annual basis.
- 12. DEPUTISING** In the absence of the Chair of the LAPP, the Vice Chair shall chair the meeting.
- 13. DECLARATION OF INTERESTS** Everyone in attendance at LAPP must declare any actual or potential conflicts of interest. These shall be recorded in the

meeting minutes. Anyone with a relevant or material interest in a matter under consideration must be excluded from the discussion. This shall be recorded in the minutes.

14 MEETINGS

The LAPP will meet bi-monthly, and shall be subject to a rota of themed/dataset meetings.

15 COMMUNICATION

The LAPP and PSCB will formally communicate through the following mechanisms:-

- 14.1 at PSCB Board meetings through Chair's attendance;
- 14.2 by written report;
- 14.3 any other form agreed by LAPP and PSCB.

16 REVIEW OF TERMS OF REFERENCE

Every two years LAPP will conduct a review of its purpose and effectiveness including compliance with its Terms of Reference, and propose any adjustments which may be required. These will be reviewed by the PSCB.

The Terms of Reference shall be next reviewed:

By LAPP: February 2019

By PSCB: April 2019

17 APPROVED BY:

LAPP Chair on: 8 March 2017

Independent Chair of PSCB on: 8 March 2017