



Policies, Procedures and Safer Employment Practices Group Terms of Reference

1. APPOINTMENT

The Policies, Procedures and Safer Employment Practices Group (PPSEP) 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 PPSEP is to develop and agree inter-agency policies and procedures for safeguarding and promoting the welfare of children consistent with Regulation 5 of the Local Children Safeguarding Boards Regulations 2006, and the statutory guidance Working Together to Safeguard Children as may be in place from time to time.

3. MEMBERSHIP

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

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

(Health);

- 3.11 Safeguarding Case Worker – Roman Catholic Diocese of Plymouth (Community);
- 3.12 Local Authority Designated Officer (Local Authority);
- 3.13 PSCB Lay Member.

Membership of the PPSEP 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 PPSEP.

Members are expected to make every effort to attend all meetings and disseminate information to their agency. Attendance will be recorded formally through meeting minutes. Members of the PPSEP are expected to provide information and expertise to decision making and to conduct its Responsibilities and Duties.

Appointments to the PPSEP 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 PPSEP has been appointed to undertake the following functions of the PSCB:-

- 4.1 developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
 - (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - (ii) training of persons who work with children or in services affecting the safety and welfare of children;
 - (iii) recruitment and supervision of persons who work with children;
 - (iv) investigation of allegations concerning persons who work with children;
 - (v) safety and welfare of children who are privately fostered;
 - (vi) cooperation with neighbouring children's services authorities and their Board partners;
- 4.2 communicating to persons and bodies in the area of the

- authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;
- 4.3 embed and implement throughout its business the Ten Wishes of Children and Young People

5. DUTIES

The PPSEP shall:-

- 5.1 ensure at all times that the PPSEP achieves its objectives within the agreed annual PSCB Business Plan;
- 5.2 ensure that the PSCB, alongside peninsula wide provider organisations and colleagues maintain high quality safeguarding policies and procedures;
- 5.3 promote the PSCB safeguarding policies and procedures as a framework for agencies working with children, young people and families;
- 5.4 encourage agencies to operate within this framework by setting standards and creating templates for them to follow when developing and/or improving their own child protection policies and procedures;
- 5.5 work with other PSCB Groups to promote PSCB and regional policies and procedures and ensure that the PSCB is briefed on the local implications;
- 5.6 respond to relevant national and regional consultations;
- 5.7 consider the implications of and make local preparations for new guidance and legislation relevant to agencies working with children, young people and families, and to make recommendations to the PSCB accordingly;
- 5.8 ensure that policies and procedures which safeguard children and promote their welfare, are accessible across all agencies;
- 5.9 share best practice across agencies and improve collaborative working so that such policies and procedures are effective in promoting good outcomes for children, young people and families;
- 5.10 develop a communication strategy around access to relevant policies and procedures and ensure that front line professionals and families are made aware of policies and procedures to protect children from harm;
- 5.11 develop a set of standards within all agencies and kite-mark local safer employment practices;
- 5.12 review policies and procedures around safer employment practices and identify and promote good practice;
- 5.13 act as a voice and champion of safer employment practices;
- 5.14 identify barriers to good practice and safer employment and problem solve/seek joint resolution where necessary;
- 5.15 develop and contribute to training on all safer employment

matters;

- 5.16 promote and embed awareness of safer employment practices through existing mechanisms (e.g. staff appraisals, targets and objectives, management supervision, training programmes etc);
- 5.17 assist the PSCB in the development of a dataset for monitoring performance and measuring outcomes in relation to the application of policies and procedures;
- 5.18 create implementation plans, as required, to deliver any new policies and procedures which are adopted by the PSCB;
- 5.19 consider and implement recommendations of CDOP in respect of learning from child deaths, providing advice, guidance and direction to agencies and staff within the city working directly with children and young people;
- 5.20 promote equality and diversity through anti-discriminatory practice and learning opportunities.

6. SOUTH WEST CHILD PROTECTION PROCEDURES

- 6.1 The PSCB has adopted the South West Child Protection Procedures (SWCPP) at www.online-procedures.co.uk/swcpp.
- 6.2 The Chair of the PPSEP shall represent the PSCB at the SWCPP Editorial Group.
- 6.3 The Local Authority Principle Social Worker shall attend the SWCPP Steering Group.

7. CHILD DEATH OVERVIEW PANEL

The PSCB has appointed the PPSEP to link directly with the peninsula Child Death Overview Panel (CDOP) to consider and action where necessary CDOP recommendations. The PPSEP shall receive draft and final CDOP meeting minutes within 10 working days of each panel meeting in order to consider and implement relevant action. Where CDOP has identified a need for urgent consideration by the PSCB, the CDOP manager (or nominated representative) will notify the PPSEP Chair within 24 hours of the CDOP meeting being held.

8. ACCOUNTABILITY

The PPSEP is accountable to the PSCB.

9. INVITED TO ATTEND

In addition to members of the PPSEP, it may be appropriate to invite subject matter experts to provide advice, support and information.

10. IN ATTENDANCE

The PSCB Safeguarding Business Manager shall be an officer in attendance at the PPSEP.

11. QUORUM

For PPSEP meetings to be quorate at least one representative from the following key agencies must be in attendance:-

- 11.1 Local Authority
- 11.2 Health
- 11.3 Police.

In the absence of a quorum the power to make decisions shall cease and the meeting may be adjourned to another date/time.

12. BUSINESS SUPPORT

The PSCB Business Manager, on behalf of the Independent Chair, will ensure that PPSEP is properly equipped to carry out its role and shall provide support and advice.

13. CHAIRMAN:

The PPSEP will elect a Chair and Vice Chair to provide leadership and promote PSCB business at the PPSEP. The Chair and the Vice Chair shall be elected by PPSEP members, through a vote, on a bi-annual basis.

5. DEPUTISING

In the absence of the Chair of the PPSEP, the Vice Chair shall chair the meeting.

14. DECLARATION OF INTERESTS

Everyone in attendance at PPSEP 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.

15. MEETINGS

The PPSEP will meet quarterly.

16. COMMUNICATION

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

- 16.1 at PSCB Board meetings through Chair's attendance;
- 16.2 by written report;
- 16.3 any other form agreed by PPSEP and PSCB.

17. REVIEW OF TERMS OF REFERENCE

Every two years PPSEP 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 PPSEP: February 2019
By PSCB: April 2019

18. APPROVED BY:

PPSEP Chair on: 8 March 2017

Independent Chair of PSCB on: 8 March 2017