

**NORTH YORKSHIRE SAFEGUARDING
CHILDREN BOARD
CONSTITUTION**
February 2009

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1. TITLE

- 1.1** The Board shall be known as the North Yorkshire Safeguarding Children Board, referred to in this Constitution as “NYSCB” or “the Board”.

2. PURPOSE

- 2.1** The NYSCB is the statutory mechanism for agreeing how agencies will cooperate to safeguard and promote the welfare of children in its locality and for ensuring the effectiveness of agencies’ safeguarding activity.
- 2.2** The work of the NYSCB fits within the wider context of the North Yorkshire Strategic Partnership and the Children and Young People’s Thematic Partnership, with the aim of improving outcomes for all children and young people.
- 2.3** The Board has a particular focus on the “Staying Safe” outcome and seeks to ensure all children and young people in North Yorkshire are protected from physical or mental injury or abuse, neglect, maltreatment, sexual abuse or exploitation or harm caused by witnessing violence or abuse of another.
- 2.4** NYSCB is accountable, through the Corporate Director (Children and Young People’s Service) to NYCC as Children’s Services Authority for ensuring the effectiveness of what is done by partner agencies to safeguard and promote the welfare of children.

3. OBJECTIVES OF THE NYSCB

- 3.1** The core objectives of the NYSCB are set out in Section 14 (1) of the Children Act 2004 as follows:
- (a) to coordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority; and
 - (b) to ensure the effectiveness of what is done by each such person or body for those purposes

4. MEANING OF “SAFEGUARDING”

- 4.1** A “child” is anyone who has not yet reached their 18th birthday. ‘Children’ therefore includes both ‘children and young people’.
- 4.2** “Safeguarding and promoting the welfare of children” are defined for the purposes of this document as:
- protecting children from maltreatment
 - preventing impairment of children’s health or development
 - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
 - undertaking that role so as to enable those children to have optimum life chances such as they enter adulthood successfully.

4.3 The operational focus of the NYSCB will be:

- Children at risk of or who have suffered significant harm as defined in Section 31(9)¹ and 31(10)² Children Act 1989
- “Children in need” who require multi disciplinary assessment, planning, services and review as defined in Section 17 of the Children Act 1989; Carers and Disabled Children Act 2002; and Criminal Justice Act 2004.

5. MANAGEMENT AND SUPPORT

- 5.1** The Board will employ sufficient staff, within its resources, to discharge its functions. The Safeguarding Manager will be accountable to the Board and will be managed by the Assistant Director, Children and Family Services. The Safeguarding Manager will in turn be responsible for the management of any other staff employed for the purposes of the Board.
- 5.2** NYCC will act as the employer of staff who will work to the Board in order to achieve its objectives. They will be subject to the Council’s terms and conditions of employment, unless they are seconded by another agency, in which case they will be subject to the terms and conditions set by the seconding agency.

6. MEMBERSHIP

- 6.1** The NYSCB shall be composed of senior officers nominated by each member agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency’s behalf. The nominating agency must ensure that the nominee has access to those responsible for making those decisions for which they do not have delegated authority.

6.2 Membership of the NYSCB shall be as follows:

Name of Agency	Number of nominations to the NYSCB
Children & Young People’s Service	5
Health (to include Designated Doctor and Designated Nurse)	5
District Councils	2
Police	1

¹ ““harm” means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another;”

² “Where the question of whether harm suffered by a child is significant turns on the child’s health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.”

Probation	1
NSPCC	1
YOT	1
Armed Forces	1
CAFCASS	1
Connexions	1
Crown Prosecution Service	1
Voluntary & Community Sector	1
Legal Advisor	1

6.3 NYCC's Assistant Chief Executive (Legal and Democratic Services) has been commissioned to provide legal advice and services to the Board. The Assistant Chief Executive appoints a suitably qualified and experienced lawyer to serve as the Board's legal advisor.

6.3 In the event of reorganisation affecting one or more of the nominating agencies, the NYSCB will agree how the table set out in the preceding paragraph needs to be amended in order to retain appropriate representation.

6.4 If any member is unable to attend a meeting of the NYSCB he/she may appoint a substitute, who will have the same authority at the meeting as the nominated person.

6.5 The role of the NYSCB members is:

- to represent the views of their agency
- to provide factual information about the role of their agency
- to work with other members to implement the objectives of the NYSCB
- to provide joint working within these arrangements
- to work collaboratively, to respect diversity and to behave in accordance with the Constitution and the requirements of the NYSCB
- to disseminate information from NYSCB within their agency

7. CHAIR AND VICE CHAIR

7.1 The chair shall be re-elected every two years.

7.2 The vice chair shall be nominated and appointed by the NYSCB annually and shall not be a representative of the same agency as that of the chair

7.3 The vice chair shall be appointed for a period of three years, after which time the NYSCB shall seek alternative nominations.

7.4 The role of the chair is:

- To coordinate the content of the agenda for Board meetings
- To manage the transaction of business at meetings
- To ensure all NYSCB members have an opportunity to participate in debates at Board meetings

- To ensure decisions are made, and that these decisions are minuted and communicated as necessary.

8. APPROACH OF THE NYSCB TO ITS WORK

- 8.1** The primary objective of the NYSCB is to ensure agencies work together to safeguard and promote the welfare of children and young people.
- 8.2** In discharging its functions, NYSCB will at all times use its best endeavours to promote equality and to meet the diverse needs of children and families.
- 8.3** Problems may arise in connection to safeguarding responsibilities, which may include omissions or faults, friction or disputes.
- 8.4** Agencies agree to take whatever steps are required to prevent or remedy such problems by:
- working together to minimise the frequency of difficulties occurring
 - focusing upon learning not blame
 - taking a holistic view rather than addressing minor issues in isolation
 - considering all relevant circumstances where problems have arisen
 - enabling and supporting innovation and decision making which is as close as possible to service delivery
 - taking part in joint training and supervision to ensure that staff focus upon problem-solving and effective outcomes rather than culpability
 - resolving problems locally where possible.

9. MEETINGS OF THE NYSCB

- 9.1** Administration of the NYSCB shall be managed by the Safeguarding Manager.
- 9.2** Meetings will be held at least quarterly, with the NYSCB determining the time and frequency. The Chair may call an extraordinary meeting at any time.
- 9.3** All matters to be decided by the NYSCB shall be decided by consensus. Where consensus cannot be achieved, there will be a simple majority vote with each member (not each agency) having one vote. In the event of a tie the chair shall have a second or casting vote.
- 9.4** Upon written request of at least four Board members directed to the Chair, an extraordinary meetings will be convened.
- 9.5** Agendas shall sent to Board members in advance of the meeting and minutes shall be kept of the proceedings.
- 9.6** The NYSCB may invite or permit any person to attend its meetings either as an observer or to address the meeting or submit written material for consideration.
- 9.7** Any member of the Board may submit items to be included on the agenda of a meeting of the Board. Submissions shall be supported by a written

statement/report and shall be sent to the Chair at least ten working days before the meeting.

10. QUORACY

10.1 A quorum of the NYSCB shall be eight members (or substitutes) representing four separate agencies, always including either the chair or the vice chair. If at any time there is not a quorum present, the meeting shall not proceed.

11. FUNCTIONS OF THE NYSCB

11.1 The core functions of the Board, which are set out in Appendix 1 to this Constitution, are prescribed by the Local Safeguarding Children Boards Regulations 2005 and the *Working Together to Safeguard Children* Guidance¹.

11.2 The NYSCB will from time to time produce a Business Plan that fits within the framework and priorities of the Children and Young People's Plan.

11.3 The NYSCB will produce an annual report that will set out the NYSCB's work plan for that year and review the work of the previous year.

11.4 The Board will ensure Locality Safeguarding Forums and sub groups are in place in order to support the delivery of its responsibilities.

11.5 The NYSCB will nominate members of the Board to act as Chairs of the Locality Forums.

11.6 The Board will undertake stakeholder and public consultations, and respond to consultations, as it considers appropriate.

12. ACCOUNTABILITY OF MEMBERS

12.1 The Role Responsibility Statement for members of NYSCB can be found in appendix 2. Members of the NYSCB are accountable to a senior person in their own organisation, Board or elected body. They will:

- report to the Board on their agency's performance in relation to its safeguarding responsibilities including quality issues and implementation of procedures.
- Report to the Chair of NYSCB on their agency's contribution to NYSCB in respect of time, human resources, finance and information relevant to their safeguarding duties,

12.3 Agencies agree that NYSCB shall be permitted to have a voice that is independent of its member Agencies in relation to the implementation, delivery, quality and effectiveness of safeguarding measures in North Yorkshire.

12.4 The NYSCB has the right to place any issue, paper or report on the agenda of the Children and Young People's Thematic Partnership meetings and to nominate members to attend and speak at the relevant meeting.

12.5 The Children and Young People's Thematic Partnership has the same rights in relation to meetings of the NYSCB.

12.6 Where concern arises about non-compliance by an Agency with this Constitution or with the Board's policies and procedures, this will in the first instance be referred to the Chair, who will investigate and attempt to reach a satisfactory conclusion through discussion involving the relevant agencies. If this cannot be achieved, the matter will be referred to the relevant agency Chief Officers and can be further referred to the relevant Inspectorate and Government Department.

13. CONDUCT

- 13.1** If at any time, a Board member has a personal interest in any matter being considered by the Board he/she shall declare the existence and nature of that interest to his/her agency and to the Chair of the Board. Declarations of interest will be recorded.
- 13.2** Where an interest is potentially prejudicial, steps will be taken to ensure the individual concerned has no involvement in decision making in relation to the matter in question.
- 13.3** NYSCB and sub-group members shall keep confidential any information obtained as a result of their involvement in the activities of the Board save to the extent that disclosure is necessary in order to discharge the safeguarding functions of the Board as set out in *Working Together to Safeguard Children*.

14. FINANCIAL PROVISION

- 14.1** To be effective, significant input of time, commitment and resources are needed from member agencies.
- 14.2** The NYSCB member agencies will contribute annually, in cash or in kind, at an agreed level, having regard to the differing size, resources and responsibilities of each agency.
- 14.3** The financial year will run from 1st April each to the 31st March of the following year. No later than January each year, the Board will agree a Budget for the following financial year and will also agree the contributions to be paid by each member Agency in respect of that year.
- 14.4** North Yorkshire County Council will administer the budget on behalf of the Board.
- 14.5** A financial statement will be provided annually to the NYSCB by the Financial Manager of the County Council.
- 14.6** The Safeguarding Manager will have the authority to act as the Board's budget holder for the authorisation of payments in connection with training and miscellaneous expenditure.

15. THE EXECUTIVE

- 15.1** The Board shall have an Executive committee. It is the role of the Executive to ensure the effective delivery of the work of the NYSCB by the Locality Forums and Sub Groups.

15.2 The Executive will ensure the NYSCB is engaged with strategic planning for all children in North Yorkshire by ensuring appropriate mechanisms for communication with the Children's and Young People's Thematic Partnership are in place.

15.3 The Executive of the LSCB will comprise the following agencies:

- Director of Children's Services, NYCC
- Director of PCT
- Chief Probation Officer
- Deputy Chair of NYSCB
- Assistant Director, Children's Social Care
- Assistant Chief Constable
- Divisional Director of NSPCC

15.4 The Executive will provide the strategic lead for the Board in line with national, regional and local objectives. If there are issues where the Board cannot reach agreement, the Executive will have the final decision making authority.

15.5 The role of the Executive shall be

- to determine the Board's Business Plan, ensuring that it is linked with the Children and Young People's Plan,
- monitor performance against the Plan,
- determine the Board agenda and resources,
- determine key issues requiring executive action by partners, e.g. sign off of Serious Case Review recommendations and implementation plans.

16. LOCALITY FORUMS AND SUB GROUPS

16.1 The Board will establish Locality Forums and sub groups in order to ensure the Board meets its responsibilities and objectives. There will be four Locality Safeguarding Children Forums covering the following geographical areas:

- Craven and Harrogate
- Scarborough, Whitby and Ryedale

- Selby
- Hambleton and Richmondshire

16.2 The sub groups and Task Groups of the Board will be:

- Operations sub-group
- Performance sub-group
- Training sub-group
- Procedures Task Group
- Serious Case Review Panel
- Child Death Overview Panel
- Communications Task Group
- Workforce Task Group
- Private Fostering Task Group
- E-Safety Task Group

Sub Groups will always have a member of the full Board to act as Chair, but this will not be mandatory in relation to Task Groups.

16.3 Staff are a vital source of information, ideas and expertise. Their representation on locality forums and sub groups will ensure the benefit of their experience is built into the work of the Board. Members may be co-opted on to any forum or sub group if particular expertise is required.

16.4 The Board may delegate power to locality forums and sub-groups to:

- Carry out work in relation to the preparation and/or implementation of any part of the Business Plan;
- Undertake or respond to consultations on behalf of the Board;
- Take a decision on behalf of the Board in relation to any specific item in relation to which authority has been properly delegated by the Board;
- Publish material on behalf of the Board; and
- Discharge any functions delegated to it from the Board

17. LOCALITY SAFEGUARDING CHILDREN FORUMS (LSCF)

17.1 Each LSCF will have a chair nominated by the NYSCB from the Board membership.

17.2 Each LSCF will, in relation to its designated area:

- Deliver the NYSCB Business Plan at a local level;
- Promote and co-ordinate good safeguarding practice at a local level;
- Monitor and quality assure local child protection practice;
- Contribute to the development of policies and procedures of the NYSCB.

17.3 The primary functions of the local safeguarding forums will be achieved by:

- Ensuring effective implementation of NYSCB policies and procedures at local level;
- Ensuring effective inter-agency co-ordination of local child protection services, resolving conflicts where appropriate and highlighting good practice;
- Monitoring, reviewing and analysing statistical reports of local child protection activity;
- Promoting and facilitating inter-agency training programmes through engagement in the NYSCB training strategy;
- Promoting and reviewing the general standard of inter-agency child protection work by local audit and quality assurance of cases;
- Promoting public awareness of the problem of child abuse and preventative strategies;
- Undertaking other tasks as requested by the NYSCB.

17.4 Membership

The membership of LSCF's will be drawn from local agencies concerned with the management and organisation of delivering services to children and their families in the area. Membership may vary to reflect the special needs of an area but should include the representatives of the following services:

- Children's Social Care – Service Manager
- Education (to include local secondary school representation)
- Early Years
- Primary Care Trust
- District Council, Housing representative and Safer Communities representative
- NY Probation Service
- Police, Child Abuse Investigation Team - Sergeant
- Voluntary and private sector providers

In addition to the regular membership, local forums may co-opt other representatives on a full time or occasional basis as required by local circumstances.

Members are responsible for representing their agency at a local level. Organisations should ensure that where representatives are not able to attend a meeting another delegate will be sent.

Chairing arrangements

The Chair, who is appointed by the Board, shall hold office for a period of two years. A Vice-chairperson shall be appointed by the members of the LSCF and will deputise for the Chair person when the latter is unavailable or by previous arrangement.

Frequency of Meetings

LSCF's will meet once every three months or more frequently if required. Meetings will be recorded and a report sent to the NYSCB Operations Sub Group every six months.

Working Groups

LSCF's may be assisted in their work by Working Groups that will be accountable to them.

18 SUB GROUPS

18.1 Operations Sub Group

The Operations Sub Group shall be responsible to the Board for developing new and reviewing/ amending existing policies and procedures based on experience, research findings, government and professional's guidance, and the recommendations of serious case reviews.

The Operations Sub Group may create and co-ordinate the work of standing or project-focussed task groups.

Functions

The Operations Sub Group will:

- Establish a work agenda in line with the actions highlighted in the NYSCB Business Plan;
- Ensure the current NYSCB policies and procedures are effective, safeguarding children and young people in the county;
- Liaise with LSCBs locally, to agree where appropriate cross boundary policies and procedures;
- Ensure that new policy and procedure is developed, maintained and kept up to date;
- Identify significant issues arising from national reports and inquiries, on both an interagency and single agency basis; and

- Disseminate policy, procedure and protocols widely to all professionals who are in contact with children, young people and families.
- Ensure member agencies and others are kept informed about changes to NYSCB policies, procedures and protocols.

Membership

Membership will include representatives from statutory agencies, who shall ensure that their representatives have specialist knowledge and skills in child protection and safeguarding and understand their role in relation to disseminating new policy and procedure to staff within their agency.

Working Groups

The Operations Sub-Group may create one or more working groups to deal with specific aspects of its work.

18.2 Performance Sub Group

The Performance Group shall be responsible to the Board for establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi agency basis in respect of safeguarding children.

The Performance Group will:

- Work to the actions indicated in the NYSCB Business Plan 2009 –2012.
- Ensure that monitoring arrangements are set up in each agency so that agency performance can be analysed.
- Set standards in accordance with the NYSCB policies and procedures and monitor compliance through quality review and audit activity.
- Analyse a range of sources of information to inform service planning, delivery and evaluation.
- Monitor and provide an analysis of the relevant child protection inter agency activity to the NYSCB.
- Promote high standards of continuous improvement to services.
- Ensure the monitoring role complements and contributes to the work of the NY Children's Partnership.
- Ensure Serious Case Review recommendations are disseminated through agencies and monitor the implementation of recommendations within individual agencies.
- On behalf of the Board, inform and influence the North Yorkshire's Children and Young People's Plan to ensure that child protection and

safeguarding is fully embedded in North Yorkshire's planning and commissioning strategy.

- Ensure complaint and commendation information is included in the quality assurance processes.

Membership

Members will include representatives from NYSCB member agencies who have knowledge and expertise in performance management as well as child protection and safeguarding. This will include representation from the Police, Children's Social Care, Health, Education and Probation. Other members will be co-opted onto the group as required.

18.4 Training Sub Group

The Training Sub Group shall be responsible for the planning, co-ordination, commissioning, delivery and evaluation of the inter-agency safeguarding children training strategy. Its primary purpose is to ensure that people working with children, young people and their families:

- Know of the predisposing factors and signs and indicators of abuse;
- Are able to exercise professional skill in terms of effective information sharing and the ability to analyse this information;
- Have knowledge and skills to collaborate with other agencies and disciplines in order to safeguard the welfare of children;
- Have a sound understanding of the legislative framework and the wider policy context within which they work, as well as familiarity with NYSCB policy and procedures.

Structure

The Training Sub Group will be a strategic group. It will oversee the planning, coordination and review of the multi agency training offered by the LSCB.

A training panel will be established reporting to the Training Sub Group. This panel will provide the detail to the framework agreed by the Training Sub Group.

Functions

The Strategic Training Sub Group will:

- Ensure that training strategy is drawn up and implemented to improve the knowledge and skills of a range of practitioners who work with children and families, taking into account their variation in need.
- Ensure that the training strategy is reviewed annually.
- Evaluate the training delivered through regular audit.
- Ensure the training provided is cost effective and the training budget is deployed efficiently.
- Promote diverse methods of learning e.g., lunchtime speakers, briefings, quality circles, learning forums.

The Training Panel will:

- Monitor agency take up of training, reporting to workforce development sections of member agencies.
- Design the training programme based on the NYSCB Business Plan and the Training Strategy.
- Ensure the evaluation of courses provided.
- Ensure the accreditation of trainers
- With Performance Group, ensure that training can be linked to practise improvements for children and young people.
- Promote diverse methods of learning e.g., lunchtime speakers, briefings, quality circles, learning forums.

Membership

Members of the Strategic Training Sub Group should have sufficient authority within their organisation to inform and influence the single agency training offered and be able to commit their organisation to the NYSCB Training Strategy.

Both the Strategic Training Group and the Training Panel should comprise:

- Chairperson of Training Sub Group: NYSCB Trainer
- Chairperson of the Training Panel: NYSCB Trainer
- NYSCB Manager (Strategic Group)
- Representative from PCT
- Representative from Education
- Representative from Police
- Representative from Children's Social Care
- Representative from Voluntary Sector

The Training Group and the Training Panel may co-opt other members as they consider appropriate.

18.5 Serious Case Review Sub Group

The Serious Case Review Panel will, in respect of any child death or serious injury to a child that is referred to it, consider initiating a Serious Case Review or Management Review by appropriate agencies involved with the child or family, in accordance with Part 8 of *Working Together to Safeguard Children 2006*

Function

The Serious Case Review Group will:

- Undertake Serious Case Reviews in accordance with *Working Together* and ensure the production of an Overview Report and Executive Summary based on the findings of such a Review;
- Take a lead in relation to action planning arising from the learning from each review, working with the Performance Monitoring Group to ensure that such plans are implemented and monitored effectively;
- Take a lead in disseminating the outcomes of Reviews through multi-agency debriefings to staff and working with the Training Sub Group to ensure that developments are incorporated into appropriate training courses.
- Feed back The Overview Report and Action Plan to NYSCB for endorsement.

When the SCR Panel should undertake a Serious Case Review:

NYSCB will always undertake a serious case review when a child dies (including by suicide) and abuse or neglect are known or suspected to be a factor in the child's death.

The Panel, on behalf of NYSCB, will always consider whether to undertake a serious case review where:

- A child sustains a potentially life threatening injury or serious and permanent impairment of health and development through abuse or neglect;
- A child has been subjected to particularly serious sexual abuse, or their parent has been murdered and a homicide review is being initiated, or
- The child has been killed by a parent with mental illness, or
- The case gives rise to concerns about inter-agency working to protect children from harm.

Membership

The Serious Case Review Sub Group shall be comprised of suitably-skilled and experienced persons nominated by the Board or co-opted by the sub-group, including representatives of Children's Social Care, Police and Health.

Once a decision has been made to undertake a Serious Case Review an Overview Panel will be formed, consisting of independent members including the NYSCB Manager and senior representation from statutory agencies e.g. Children's Social Care, NY Police, health agencies and an Independent Chair.

18.6 Child Death Overview Panel (CDOP)

This Panel is established under joint arrangements with City of York Council.

Through a comprehensive and multidisciplinary review of child deaths, the North Yorkshire and City of York Child Death Overview Panel (CDOP) aims to better understand how and why children in North Yorkshire and York die and use the findings to take action to prevent other deaths and improve the health and safety of children.

Functions

The CDOP will:

- Ensure, in consultation with the local Coroner, that local procedures and protocols are developed, implemented and monitored, for enquiring into unexpected deaths.
- Ensure the accurate identification of and uniform, consistent reporting of the cause and manner of every child death.
- Collect and collate an agreed minimum data set of information on all child deaths and, where relevant, seek additional information from professionals.
- Evaluate data on the deaths of all children normally resident in North Yorkshire and York, thereby identifying lessons to be learnt or issues of concern, with a particular focus on effective inter-agency working to safeguard and promote the welfare of children.
- Evaluate specific cases in depth, where necessary to learn lessons or identify issues of concern.
- Identify significant risk factors and trends in individual child deaths and in the overall patterns of deaths.
- Identify any public health issues and consider, with the Director(s) of Public Health and other provider services how best to address these.
- Identify and advocate for needed changes in legislation, policy and practices to promote child health and safety and to prevent child deaths.

- Increase public awareness and advocacy for the issues that affect the health and safety of children
- Ensure that the police and coroner are aware where concerns of a criminal or child protection nature are identified.
- Improve agency responses to child deaths through monitoring the appropriateness of the response of professionals to each unexpected death of a child.
- Provide relevant information to those professionals involved with the child's family so that they, in turn, can convey this information in a sensitive and timely manner to the family
- Monitor the support and assessment services offered to families of children who have died
- Monitor and advise the LSCB on the resources and training required locally to ensure an effective inter-agency response to child deaths
- Co-operate with any regional and national initiatives in order to identify lessons on the prevention of child deaths.

Membership

The Child Death Overview Panel will have a permanent core membership drawn from the key organisations represented on the LSCB. Other members may be co-opted to contribute to the discussion of certain types of death when they occur.

18.6 Workforce Task Group

This group shall be responsible to the Board for ensuring agencies are aware of their responsibilities in relation to safe recruitment and employment practices and for scrutinising practice including the management of allegations against staff.

Functions

The Workforce Task Group will:

- Ensure policy and procedures are effective within the LSCB and in partner agencies;
- Ensure training is commissioned for people working with children or in services affecting the safety and welfare of children;
- Promote safe practices in the recruitment and supervision of persons who work with children;
- Monitor the effectiveness of the LSCB procedure for the investigation of allegations concerning people who work with children

Membership

The members of the group will be drawn from member agencies and will have knowledge and expertise in respect of the recruitment and employment of staff as well as allegation management. Representation is required from CYPS, (to include a member to represent schools, settings and Children's Social Care) PCT, Adults and Community Services, Probation and Health. Members may be co-opted on the group as required.

18.7 E-safety Task Group

The Task Group is accountable to the Operations Sub-Group of the North Yorkshire LSCB. It is also inextricably linked with the Communications Sub Group, commissioning this group to promote awareness raising and coordinate the views and involvement of young people in the task group.

Functions

The key strategic aspects of the task group in relation to e-safety issues are:

- Enable communication and raise awareness of e-safety issues;
- Ensure education and training is provided through a training strategy;
- Develop standards for monitoring and reporting incidents;
- Develop policy and procedure to respond effectively and proportionally to specific incidents
- The chairperson will act as a single point of contact for e-safety issues within the local area and with national agencies.

Membership

The membership of the Group will include:

- NYSCB Policy Officer
- ICT specialist
- Youth Service
- School representative
- Voluntary Sector
- Children's Social Care/ Integrated Services
- NYCC Libraries Service
- NY Police
- NY Probation

The group may co-opt other individuals, including those with training expertise, as required.

19. Review and Amendment of the Constitution

The NYSCB Constitution may be amended at any meeting of the Board. Any proposed amendment shall be provided to the Chair in writing no less than 14 days before the meeting. The proposed amendment will be determined by a simple majority of those members voting.

APPENDIX 1. LSCB FUNCTIONS

As defined in the Local Safeguarding Children Boards Regulations 2006 (2006 SI No 90)

5. —(1) The functions of an LSCB in relation to its objective (as defined in section 14(1) of the Act^[4]) are as follows—

(a) 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) co-operation with neighbouring children's services authorities and their Board partners;

(b) 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;

(c) monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children, and advising them on ways to improve;

(d) participating in the planning of services for children in the area of the authority;

(e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

(2) For the purposes of paragraph (1)(e) a serious case is one where—

(a) abuse or neglect of a child is known or suspected; and

(b) either—

(i) the child has died; or

(ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

(3) An LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objective.

Further functions relating to child deaths

6. —(1) From 1st April 2008 each LSCB shall, in addition to the functions referred to in regulation 5, have the following functions in relation to the deaths of children normally resident in the area of the authority—

(a) collecting and analysing information about each death with a view to identifying—

(i) any case giving rise to the need for a review mentioned in regulation 5(1)(e);

(ii) any matters of concern affecting the safety and welfare of children in the area of the authority; and

(iii) any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area; and

(b) 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.

APPENDIX 2.

NORTH YORKSHIRE SAFEGUARDING CHILDREN BOARD MEMBERSHIP ROLE AND RESPONSIBILITIES

1. Responsibilities

- (i) Report to senior accountable person in own agency or agencies (Chief Executive/Executive Director) or constituency group, on the agency's performance in relation to NYSCB responsibilities.
- (ii) Report to the Chair of the NYSCB on the agency's contribution to the NYSCB.
 - time and human resources
 - finance
 - information
- (iii) Report to the Chair of the NYSCB on the implementation of NYSCB procedures within own agency.
- (iv) Report to the Chair of the NYSCB on the quality of the agency's contribution to multi-agency safeguarding work.

2. Attendance Requirements

- (i) It is expected that members will demonstrate their commitment by attending all meetings of the NYSCB. Members are expected to give apologies for non-attendance. In exceptional circumstances where attendance is likely to prove difficult, members should have a substitute, who will be expected to undergo NYSCB induction prior to acting in this capacity.
- (ii) Board members will either attend, as a standing member or arrange for their Agency to commit a person with sufficient expertise to at least one of the following sub groups described in this Constitution.
- (iii) Lead short-life working groups as required.
- (iv) Attend and support NYSCB events (procedural launches/promotional days/annual conference etc.)

3. Requirements of Role

(a) Procedures:

- (i) Ensure congruity of agency's procedures with NYSCB procedures.
- (ii) Ensure agency compliance with NYSCB procedures.
- (iii) Ensure agency contribution to the writing of NYSCB procedures & guidance.
- (iv) Disseminate and raise awareness of NYSCB procedures, guidance and information within the agency represented.
- (v) Training. Ensure that:
 - Staff are trained to fulfil single agency responsibilities.
 - The agency contributes to the NYSCB'S multi-agency training programme.
 - The agency's staff is trained in NYSCB procedures.

(vi) Information

- Production of regular information as required about the safeguarding activity of the agency.
- Production of information to assist the activity of Serious Case Reviews and the Child Death Screening Subgroup.