

Terms of Reference for North Yorkshire Safeguarding Children Board Sub Groups and Forums

Roles and Responsibilities of the NYSCB Sub Groups and Locality Forums

1. Operational Practice Sub Group: Chairperson – Alan Critchlow

Responsible for developing policies and procedures for safeguarding and protecting children and ensuring that they are compliant with national requirements.

Overview of practice issues and coordination of standing and project based task groups.

2. Performance Sub Group: Chairperson – Alan Tucker

Responsible for monitoring the effectiveness of the work done to safeguard and protect children.

3. Training Sub Group and Trainers Task Group: Chairperson – Nick O'Brien and Sue Williams

Responsible for the planning, implementation, commissioning and evaluation of the multi agency training programme.

4. Serious Case Review Panel: Chairperson – George Eddon

Responsible for reviewing cases where a child has died or has been seriously injured in circumstances where abuse is known or suspected, and for coordinating and disseminating learning from these reviews.

5. Serious Child Care Incidents Panel: Chairperson: George Eddon

Responsible for the effective monitoring of serious child care incidents.

6. ContactPoint Shielding Panel: Chairperson: Ann McMorris

To review and decide on those cases where shielding is requested from the main ContactPoint data base.

7. Child Death Overview Panel: Chairperson: Dr Phil Kirby

Responsible for reviewing all deaths of children aged 0-18 years to identify patterns and trends and consider how such deaths might be prevented in the future.

8. Locality Safeguarding Children Forums (LSCF)

Ensure that local partner agencies work effectively together to safeguard children in:

- Craven and Harrogate : Chairperson – Nick O'Brien
- Scarborough, Whitby and Ryedale : Chairperson – David Radford
- Selby : Chairperson – Alan Pitt
- Hambleton and Richmond : Chairperson – Paul Nixon

9. Communications Task Group: Chairperson – Ellen McMillan

Responsible for developing and implementing the communications strategy for NYSCB. This strategy includes raising awareness, consultation with young people and their families and developing the NYSCB strategy to safeguard children living in rural areas.

10. Workforce Task Group: Chairperson – Susan Crawford

Responsible for development of safe recruitment practices and development of policy and practice regarding allegations of harm against people working with children.

11. Private Fostering Task Group: Chairperson – David Molesworth

To promote awareness of private fostering issues in the county and monitor trends in this area of safeguarding

12. E Safety Task Group: Chairperson – Ian Anderson

To establish E Safety as a safeguarding issue, raising awareness and coordinating initiatives in the county.

13. Procedures Task Group: Chairperson – Ann McMorris

To maintain, update and audit the LSCB multi agency policies and procedures.

14. Missing from Home and Care Task Group: Chairperson – Ann McMorris

To implement the LSCB strategy to safeguard children and young people who run away for various reasons.

1. Operational Practice Sub Group

The Operational Practice Sub Group is responsible for commissioning new procedures.

The Operational Practice Sub Group will also coordinate the work of a number of task groups. These groups will be:

- Standing groups established to take forward a specific issue or function where specialist knowledge or skills are required, eg the Workforce Task Group/Communications Task Group
- Project focussed groups designed to implement a policy or procedure, eg E Safety Task Group.

Functions

The Operational Practice Sub Group will:

- Establish a work agenda in line with the actions highlighted in the NYSCB Business Plan (2009 - 2012).
- Liaise with LSCBs, in particular the City of York LSCB and neighbouring LSCBs, to agree cross boundary policies and procedures.
- Ensure that new policies and procedures are developed, maintained and kept up to date through the Procedures Task Group.
- Identify significant issues arising from national reports and inquiries, on both an inter agency and single agency basis.
- Disseminate policy, procedure and protocols widely to all professionals who are in contact with children, young people and families.
- Ensure member agencies are kept informed about changes to NYSCB policies, procedures and protocols.

Link to NYSCB

The Operational Practice Sub Group will provide a report to each NYSCB meeting outlining progress from within all the Task Groups in a standard format.

Membership

Membership will include representatives from statutory agencies. Members should have specialist knowledge and skills in child protection and safeguarding and must understand their role in relation to disseminating new policy and procedure to staff within their agency.

Members will include the Chairs of the following Task Groups: Communication Task Group, E Safety Task Group, Procedures Task Group, Workforce Task Group, Private Fostering Task Group, Missing from Home and Care Task Group. Chairs of any new Task Groups formed in 2009–10 will be invited to join this Sub Group.

Frequency of Meetings

The Operational Practice Sub Group will meet four times per year.

Working Groups

A small number of Task Groups will report to the Operational Practice Sub Group, most on a quarterly basis. Reports will be collated for each Task Group by the Operational Practice Sub Group for presentation to the NYSCB at least every six months.

2. Performance Sub Group

The Performance Sub Group is responsible for establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi agency basis in respect of safeguarding children.

Functions

The Performance Sub 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 their own performance can be analysed.
- Set standards in accordance with NYSCB policies and procedures and monitor compliance through quality review and audit activity.
- Analyse a range of sources of information (including an integrated data set) to inform service planning, delivery and evaluation.
- Monitor and provide an analysis of the relevant child protection inter agency activity to the NYSCB.
- Produce this analysis in the form of quarterly monitoring reports to the NYSCB.
- Promote high standards of continuous improvement and identify and act upon gaps and weaknesses in services.
- Ensure the monitoring role complements and contributes to the work of the North Yorkshire Children's Strategic Partnership.
- Ensure Serious Case Review recommendations are disseminated through agencies and review the reports on how recommendations have been implemented within individual agencies on behalf of the NYSCB.

- 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 information from complaints and commendations is included in quality assurance processes.

Membership

Members will include representatives from partner agencies who have knowledge and expertise in performance management as well as child protection and safeguarding. Representation is required from the Police, Social Care, Health, Education and Probation. Whilst the group has a core membership, members will be co-opted on the group as required.

All members should:

- Understand the NYSCB Performance Framework and how it will integrate into their own agency's performance arrangements.
- Take responsibility for the collection of data relevant to their agency that contributes towards the North Yorkshire Integrated Data Set.
- Influence their agency's business plan to incorporate objectives from the NYSCB Business Plan where relevant.
- Support and advise the NYSCB staff team in matters of performance.
- Be updated with national and regional developments that will impact upon the NYSCB Business Plan.

Frequency of meetings

The Performance Sub Group will meet four times a year, meetings timed to allow consideration of CYPs quarterly performance reports.

3. Training Sub Group and Trainers Task Group

Working closely together the NYSCB Training Sub Group and Trainers Task Group are responsible for the planning, coordination, commissioning, delivery and evaluation of the inter agency safeguarding training strategy. Their objective 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 skills in terms of effective information sharing and the ability to analyse this information;

- Have a knowledge and the 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 policies 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 NYSCB.

A Trainers Task Group 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 Training Sub Group will:

- Ensure that a 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 the training strategy is based on:
 - training needs analysis from member agencies,
 - the action plan highlighted within the NYSCB Business Plan 2009–2012.
- Ensure that the training strategy is reviewed annually.
- Evaluate the training delivered through regular audit.
- Report directly to the NYSCB by report from the Chairperson every six months.
- Ensure evaluation of the Work Plan is completed every quarter by the LSCB Training Manager for the Performance Sub Group.
- Ensure the training provided is cost effective and the training budget is deployed efficiently.
- Promote other methods of learning, eg lunchtime speakers, briefings, quality circles, learning forums.

The Trainers Task Group will:

- Establish the NYSCB Training Data Base for all those who attend courses. It will then monitor agency take-up of training, reporting

routinely to workforce development sections of member agencies.

- Design the training programme based on the NYSCB Business Plan and the Training Strategy.
- Design the specifications for courses offered – listing content, learning objectives, outcomes and evaluation.
- Design an evaluation tool for individual courses and ensure the data base will hold these evaluations.
- Agree a method of accreditation for the trainers who will deliver the training programme, applying the minimum requirements where indicated.
- With the Performance Sub Group, ensure that training can be linked to practice improvements for children and young people.
- Ensure training is informed by current evidence and research.
- Incorporate learning from Serious Case Reviews/ CDOP into training.
- Promote other methods of learning, eg lunchtime speakers, briefings, quality circles, learning forums.

Membership

Members of the 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 LSCB Training Strategy.

Members of the Trainers Task Group should have a good understanding of the single agency training offered by their organisation and substantial experience of the provision and commissioning of training courses.

Both the Training Sub Group and the Trainers Task Group should comprise:

Chairperson of Training Sub Group: Nick O'Brien
Chairperson of the Training Panel: Sue Williams

NYSCB Manager (Strategic Group)
Representative from PCT
Representative from Education
Representative from Police
Representative from Children's Social Care
Representative from Voluntary Sector
Other representatives may be co-opted on the basis of their individual expertise

Frequency of Meetings

The Training Sub Group will meet on a quarterly basis.

The Trainers Task Group will meet when appropriate but with no longer than three months between meetings.

4. Serious Case Review Panel

The Serious Case Review Panel will ensure that, in respect of any child death or serious injury to a child, consideration is given to undertaking 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*

Functions

The Serious Case Review Group will:

- Undertake Serious Case Reviews in accordance with *Working Together* and produce an Overview Report and Executive Summary based on the findings of such a Review.
- Take a lead on 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.

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. This is irrespective of whether LA Children's Social Care is, or has been, involved with the child or family.

NYSCB will always consider whether to undertake a serious case review where a child has sustained a potentially life threatening injury through abuse or neglect, serious sexual abuse, or sustained serious and permanent impairment of health or development through abuse or neglect, and the case gives rise to concerns about the way in which local professionals and services work together to safeguard and promote the welfare of children. This includes situations where a parent has been killed in a domestic violence situation, or where a child has been killed by a parent who has a mental illness.

The Overview Report and Action Plan will be fed back to NYSCB for endorsement. It is the responsibility of the Board and agencies to ensure that actions are completed within timescales and that mechanisms are put in place to ensure these are reviewed as appropriate. The Performance Sub Group will also review this.

Membership

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

Frequency of Meetings

The Serious Case Review Panel will meet on a three monthly basis, or as and when required.

5. Serious Childcare Incident Panel

The Serious Childcare Incident Panel will ensure that the cases of children involved in a serious childcare incident are reviewed and that lessons are learned and incorporated into effective safeguarding practice.

Functions

The Serious Childcare Incident Panel will:

- Undertake reviews of individual cases where the panel feel there are valuable lessons for inter agency working to be learned.
- Take a lead on 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 any reviews commissioned.

When a Serious Childcare Incident:

Serious Childcare incidents may be such that they lead to a Serious Case Review. In these cases the Serious Case Review Panel will lead with the actions.

Those Serious Childcare Incidents however that do not lead to an SCR will be investigated through the Panel and the lessons to be learned communicated to staff working with families in North Yorkshire. These include:

- Cases brought to the attention of Ofsted and the Government Office because of concern about professional practice or implications for Government policy;
- Cases which raise issues about a Council's professional practice that may need to be considered further in the context of performance assessment;
- Cases that have attracted or are likely to attract media attention.

As SCRs, any report commissioned about the case will be sent to NYSCB for endorsement. It is the responsibility of the Board and agencies to ensure that actions are completed within timescales and that mechanisms are put in place to ensure these are reviewed as appropriate. The Performance Sub Group will also review this.

Membership

The SCIP will involve the same membership as the SCR Sub Committee. The Panel will include the NYSCB Manager and senior representation from statutory agencies including Children's Social Care, Police, PCT. The Chair is not required to be independent.

Frequency of Meetings

The Serious Childcare Incident Panel will meet on a three monthly basis, or as and when required. Meetings will be scheduled to follow on from the SCR Panel meetings.

6. ContactPoint Shielding Panel

Individuals whose circumstances may mean that they are at increased risk of significant harm, or for other reasons specified in statutory guidance, may be able to have some of their details, shown above, hidden – ie shielded – on ContactPoint.

The Panel is the only body that is able to authorise the unshielding of a child or young person's record.

Functions

The ContactPoint Shielding Panel will review:

- All shielding requests that have been submitted to the Contact Point Management Team in the past month
- Those shielding requests reaching their six month review
- Unshielding requests received.

Reports to Panel will be made anonymous.

When a child's case may be shielded:

Assessments to shield a record will be made on a case by case basis. There will need to be strong reasons to believe that by not doing so would:

- Place a child at increased risk of significant harm
- Place an adult at risk of significant harm
- Prejudice the prevention and detection of a serious crime
- Provide a link between pre and post adoptive identities, or
- Put a child's placement at risk.

Examples of situations include where children:

- are on the witness protection scheme;
- are fleeing abuse or domestic violence, where a refuge or place of safety is arranged for the victim and children;
- are subject to race related violence;
- are subject to forced marriage, or honour based violence;
- are a victim of child sex abuse by a professional/carer;
- are adopted and would be at risk of harm if their birth family were aware of their whereabouts;
- are living away from their families and would be at risk if family members were to be aware of their whereabouts.

Membership

The Panel will include the NYSCB Manager and representatives from two of the following three statutory agencies: Children's Social Care, Police and PCT. Members must be of a sufficiently senior position within their agency to make decisions about shielding cases. The Chair is not required to be independent.

Frequency of Meetings

The ContactPoint Shielding Panel will meet monthly.

7. Child Death Overview Panel

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, in line with the guidance in Chapter 7 of *Working Together* on enquiring into unexpected deaths.
- Ensure the accurate 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, to identify 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.
- Identify significant risk factors and trends in individual child deaths and in the overall patterns of deaths, including relevant environmental, social, health and cultural aspects of each death, and any systemic or structural factors affecting children's wellbeing to ensure a thorough consideration of how such deaths might be prevented in the future.
- 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. To also inform them of any specific new information that may influence their inquiries; to notify the Chair of the LSCB of those concerns and advise the Chair on the need for further enquiries under section 47 of the Children Act, or of the need for a Serious Case Review.
- Improve agency responses to child deaths through monitoring the appropriateness of the response of professionals to each unexpected death of a child, reviewing the reports produced by the rapid response team and providing the professionals concerned with feedback on their work.
- Provide relevant information to those professionals involved with the child's family so that they, in turn, can convey this information 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.
- Cooperate with any regional and national initiatives – eg the Confidential Enquiry into Maternal and Child Health (CEMACH) – in order to identify lessons on the prevention of child deaths.

Link to NYSCB

CDOP will provide an annual report to the NYSCB and make this report available on the NYSCB website.

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.

Chairing arrangements

The CDOP will be chaired by Dr Phil Kirby, Associate Director of Public Health.

Frequency of Meetings

CDOP will meet on a monthly basis to review cases.

CDOP Steering Group

A Steering Group comprising members of the CDOP, the CDOP Manager and Administrator will meet at least every three months in the early stages to consider any project implementation issues.

8. Locality Safeguarding Children Forums (LSCFs)

- Craven and Harrogate : Chairperson – Nick O Brien
- Scarborough, Whitby and Ryedale: Chairperson – David Radford
- Selby : Chairperson – Alan Pitt
- Hambleton and Richmond : Chairperson – Paul Nixon

Functions

The LSCFs will:

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

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 coordination 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;
- Other tasks as requested by the NYSCB.

Information

The LSCFs will commission the following information to help them achieve their objectives:

- 6 monthly statistical data on key activity including PAF indicators;
- Annual reports from member agencies working in the locality identifying significant events that have impacted upon their role in protecting children, any problems and their resolution and any outstanding issues;
- Reports from any working groups.

Link to NYSCB

Each locality forum chairperson will provide an annual report to the NYSCB and a quarterly report to the Operational Practice Sub Group.

Additionally, members of the NYSCB will periodically attend Locality Forum meetings.

Communication

Periodic attendance of members of the NYSCB at locality forum meetings is a part of a communication strategy that ensures local issues are reported and the work undertaken is coordinated.

Each Locality Forum will have strong links to the Area Liaison Groups organised through CYPS Integrated Services.

A survey of a range of frontline workers at Locality Forums will be undertaken by the Communication Task Group annually.

Membership

The membership of LSCFs 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, Locality Forums may wish to include other representatives on a full time or occasional basis as required by local circumstances. These could include:

- NSPCC
- Adult Mental Health
- NYCC EDT
- Drug and alcohol misuse services
- Domestic Abuse services
- Youth Justice service
- Acute Trust – named doctor and nurse
- Child and Adolescent Mental Health Service
- Armed services representatives (where substantial presence within the area)

Members will be expected to represent their agency at a local level, and to have sufficient capacity to be able to undertake the tasks required.

Frequency of Meetings

LSCFs will meet once every three months or more frequently if required. A report sent to the NYSCB Operational Practice Sub Group every three months.

Working Groups

LSCFs may be assisted in their work by Working Groups that will be accountable to them.

- **Quality Review group** – to promote good practice by monitoring multi agency practice at a local level.
- **Issue based groups – may be decided by local need**

The LSCF will agree the appropriateness and priority of work to be undertaken by the Review Group. Requests can be made by individual professionals or by recommendation by single or multi agency forums, such as the NYSCB Performance Sub Group for a case of practice issue to be considered by the Quality Review Group.

The aim of the Quality Review Group is to monitor quality by reviewing samples of cases, collecting and collating data and becoming involved in quality assurance exercises. The chair of this group will be identified by the LSCF and its group members will be nominated by the relevant agencies. Members should have relevant specialist knowledge and skills and may be practitioners or managers. Additional members may be co-opted as required.

10. Workforce Task Group

This group is responsible for ensuring agencies are aware of their responsibilities in relation to safe recruitment and employment practices and for scrutinising practice, including the management of the allegations against staff. The group will lead with the introduction of the ISA for the NYSCB.

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.

Link to NYSCB

The group will report to the Operational Practice Sub Group every quarter. A written report will be forwarded by the Operational Practice Sub Group to the NYSCB every six months.

Membership

Members should include representatives from partner agencies who 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 Communities, Probation and Health. Personnel managers from statutory agencies should be included.

Members may be co-opted on the group as required.

Frequency of Meetings

This group will meet every three months.

11. Private Fostering Task Group

The purpose of the Private Fostering Task Group is to ensure that:

- Effective policies and procedures are in place for private fostering.
- Notification to the local authority of private fostering arrangements is understood by professionals, parents, carers, the general public and young people.
- Arrangements are in place in North Yorkshire to promote the welfare and life chances of children and young people who are privately fostered.
- There are robust monitoring and reporting arrangements to measure effectiveness and inform planning.

Membership

The group is chaired by the Local Authority Responsible Officer for Private Fostering.

Membership of the group should comprise a representative from agencies who are the key stakeholders: Education, Children's Social Care and the PCT.

Members to the Task Group may be co-opted as required.

Frequency of meetings

The Private Fostering Task Group will meet every three months.

Link to the NYSCB

The group will report to the NYSCB Operational Practice Sub Group on a quarterly basis. It has links with the Performance Sub Group (through the integrated data set), the Communications Group (in raising awareness) and the Procedures Task Group (in audit and review of the procedure).

In the short term, it is agreed that the Task Group will provide reports directly to each NYSCB meeting.

12. E Safety Task Group

The E Safety Task Group incorporates BECTA recommendations following the Byron Report.

Functions

The key strategic aspects of the task group are:

- Enable communication and raise awareness
- 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

Link to NYSCB

- The Task Group is accountable to the Operational Practice Sub Group of the North Yorkshire LSCB, providing quarterly updates of the work of the group.
- The E-Safety Task Group will report to the Performance Sub Group with its monitoring role. The frequency and content to be decided.
- The E-Safety Task Group will be inextricably linked with the Communications Sub Group, working with this group to promote awareness raising activities.

Membership

Members should include a NYSCB team member, ICT specialist, representatives from the Youth Service, Schools, Voluntary Sector, Libraries and Police. Other members will be co-opted onto the group as required.

Chairing arrangements

The Chairperson will act as a single point of contact for e safety issues within the local area and with national agencies such as the Child Exploitation and Online Protection Centre (CEOP), the Association of Chief Police Officers of England, Wales and Northern Ireland (ACPO) and BECTA.

Frequency of Meetings

The group will meet quarterly or more often if required.

Working Groups

The group will involve young people through focus groups with a couple of young people co-opted onto the group.

13. Procedures Group

The Procedures Group is responsible for developing new and reviewing and amending existing policies and procedures based on experience, research findings, Government and professional guidance and the recommendations of Serious Case Reviews.

The group will ensure that:

- The existing NYSCB procedures are reviewed at least annually to ensure they are relevant and up to date. A review/audit programme is being established with input from members of the Locality Forums.
- Existing and all new procedures are compliant with Equality Standards and when appropriate are subject to an Equalities Impact Assessment before approval by the NYSCB.
- Liaison takes place with neighbouring authorities in order to agree cross boundary policies and procedures where appropriate.
- Significant issues arising from national reports and inquiries on both an inter agency and a single agency basis are identified.
- Policy, procedure and protocols are disseminated widely to all professionals who are in contact with children, young people and their families.

- Ensure member agencies are kept informed about changes to NYSCB policies, procedures and protocols.

Membership

Members will include representatives from statutory agencies with group members nominated through the relevant agencies. They should have relevant specialist knowledge and skills and may be practitioners or managers. Additional members may be co-opted as required.

Policies and procedures will be circulated for consultation with their key stakeholders and will be presented to the NYSCB for final approval.

Frequency of meetings

The Procedures Task Group will meet when required.

14. Missing from Home and Care Task Group

The Task Group will implement the Missing from Home and Care strategy to ensure a consistent countywide response to all children and young people who run away.

Function

The task group will:

- gather local information about running away
- ensure local needs analysis based information gathered is in place
- agree a local multi agency procedure to meet the needs of runaways
- ensure protocols for responding to urgent/out of hours referrals from the Police and other agencies are in place
- develop procedure to support effective prevention and early intervention work.

Membership

Key agencies involved with children and young people who go missing will be represented: Police, CSC, Education, Integrated Services and Targeted Youth Support, EDT.

Frequency of meetings

The group will meet as required by the strategy but no less than three monthly.

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

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