



Tees Safeguarding Children Partnership's Procedures Group Terms of Reference

1. PURPOSE

- 1.1 The Tees Procedures Group is a sub-group of the Safeguarding Children Partnership's for Hartlepool and Stockton-on-Tees (HSSCP) and Middlesbrough and Redcar and Cleveland (STSCP). It supports the functions and responsibilities of the Partnership's in respect of Working Together 2018.

2. FUNCTION

- 2.1 The main function of this Tees wide group is to:
- Coordinate the development and review of local procedures, protocols and guidance for safeguarding and promoting the welfare of children on behalf of the Tees Safeguarding Children Partnerships covering, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees.
 - Undertake focussed pieces of work, co-opting additional professionals as required.
 - Establish safeguarding processes and procedures that will promote consistency by all partner member organisations in their response to, and management of, safeguarding children issues, ensuring the child is the central focus.
 - Develop and recommend to Safeguarding Partners, procedures and guidance that avoid confusion, duplication and ensure staff across local partners can readily understand their responsibilities.
 - Ensure that in particular, the procedures clearly set out the action to be taken where there are concerns about a child's safety or welfare.
 - Maintain and update the electronic Tees Wide Procedures.

3. Membership

- 3.1 Membership will reflect the representation of the Tees Safeguarding Children Partnerships and relevant agencies:
- Each Local Authority Social Care Department
 - CCG Designated Nurse Safeguarding Children
 - NHS Health Providers
 - Cleveland Police
 - Durham & Tees Valley Probation Service
 - Safeguarding Children Partnership Business Managers
- 3.2 Members must be active participants in the discussions and able to contribute knowledgeably especially from the perspective of their own organisation and be able to represent its current views of safeguarding issues. It is expected that they will also contribute fully to the tasks identified and be responsible for ensuring that representatives are offered from their agency for any Task & Finish Groups initiated by the Group.
- 3.3 There is an expectation that members will liaise within their own organisations about the relevant content of procedures and feedback to the Tees Procedures Group.
- 3.4 Each member must designate a specific deputy who should be briefed appropriately on those occasions when they are required to attend so that they can participate fully.

4. Meetings

- 4.1 The Group will meet bi-monthly.
- 4.2 The meetings will be chaired by a key strategic lead from one of the partner Local Authorities and will be hosted by that same Authority.
- 4.3 Agendas and associated documents will be sent out 7 working days prior to the meeting. The minutes of meetings will be circulated within 14 working days of the meeting taking place.

5. Work Plan

- 5.1 Items may be added to the agenda for consideration and review in two ways:
 - Members can request that an item be added, arising from queries, learning or concerns identified within their organisation.
 - The host Safeguarding Children Partnership Business Unit can add an item for review arising from the date it was last reviewed. (**NB:** The Business Unit keep a running record of procedure review dates. It is expected that existing procedures will be reviewed every three years).
- 5.2 Once an item is added to the agenda, a decision will be made as to whether minor amendments are needed or whether a Task & Finish Group will be appointed.
- 5.3 Minor amendments to a Procedure may be tasked to an individual representative and will not always result in the procedure being added to the work plan.
- 5.4 Where major amendments or development of a new procedure is required, the item will be added to the work plan and a Task a Finish Group appointed. A deadline will be agreed within which a draft is to be produced for consideration by the group.
- 5.5 **Members will circulate draft procedures within their organisations for comment following the meeting and will ensure that these wider agency viewpoints are fed into the next meeting for consideration.**
- 5.6 Draft and amended procedures should be submitted to the Business Unit by the agreed deadline to prevent drift. These are expected no later than one week prior to the meeting within which it is to be discussed, to allow for circulation.
- 5.7 Amendments made to existing procedures should be clearly highlighted in order that members can compare differences.
- 5.8 For issues considered urgent by the Chair, a Task & Finish Group will be convened in advance of the next meeting of the Tees Procedures Group with reporting of the action at that meeting. A deadline will have been set by the Chair when setting up the Task & Finish Group.
- 5.9 New procedures or existing procedures with major amendments will be circulated to Safeguarding Partners and Relevant Agency lead representatives for approval. Existing procedures with minor amendments will be approved by the Tees Procedures Group.
- 5.10 Following approval by Partnerships, the Tees Procedures Group will sign-off procedures and ensure they are uploaded to the Tees Procedures website.
- 5.11 Should a procedure not be approved, the Tees Procedures Group will consider the proposed re-wording or reasons for non-approval. A task and finish group may be reconvened to undertake further work, where required.

- 5.12 Should the Tees Procedures Group reach consensus in relation to the reason for non-approval and agree the suggested rewording, the procedure will be signed-off and uploaded to the website without further approval being required from the Partnerships.
- 5.13 If consensus cannot be reached, the matter will be referred to the Safeguarding Partners for resolution.

6. Website

- 6.1 The host Safeguarding Children Partnership Business Unit will have operational responsibility for the website and will regularly update content where amendments have been approved by the Partnerships.
- 6.2 Invoices for annual fees will be sent in April each year to the non-hosting Safeguarding Children Partnership.

7. Reporting Arrangements

- 7.1 The Group Secretary (the host Authority Safeguarding Partnership Business Manager) will produce an Annual report of the work and operation of the group to report to each Safeguarding Children Partnership.