



# **North Wales Safeguarding Children's Board**

## **Induction Pack for Safeguarding Children Board Members**



## **Document Control**

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# **Welcome**

## **Welcome to North Wales Safeguarding Board (NWSB)**

This induction pack aims to provide you with essential information to assist you with your role and your responsibilities as a Board member.

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.

The Social Services and Well-being (Wales) Act introduces a strengthened, robust and effective partnership approach to safeguarding.

One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

Board members play a vital role on behalf of their organisations in safeguarding adults.

We hope that you find this pack useful, and look forward to working with you.

**Jenny Williams**  
**Chair**  
**North Wales Safeguarding Children's Board**

## 1. Background

In North Wales we have a Regional Safeguarding Children's Boards made up of representatives from the Local Authorities, NHS, Police, and other agencies. We treat cases of suspected abuse very seriously and all these organisations work closely together, using the same policies and procedures to make sure that all cases of suspected abuse are investigated fully and that children with care and support needs are able to protect themselves from harm.

The objectives of a Safeguarding Children's Board as set out under Part 7 of the Social Services and Wellbeing Act (Wales) 2014 are:

- a) To protect children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- b) To prevent children within its area from becoming at risk of abuse, neglect or other kinds of harm.

The NWSCB aims to protect children across the region through raising awareness of children's safeguarding issues with the general public. It also provides support and guidance to professionals who work in our local communities who deliver a range of voluntary and statutory services. Adults at Risk are protected through the Regional North Wales Adult Safeguarding Board (NWSAB).

The work of the Board is governed by the following principles:

- Supporting people who have care and support needs to achieve well-being.
- Ensuring people are given an equal say in the support they receive.
- Services promote prevention of escalating need and ensure the right help is available at the right time.
- All of the bodies responsible for children's safeguarding, work effectively with each other. (Part 7 of the Act – Working together to Safeguard People).

The Act requires local authorities to set up a Regional Safeguarding Children's Board in their area, giving these Boards a clear basis in law for the first time.

## **2. The Functions of the Board:**

Within the Social Services and Wellbeing (Wales) Act, there is one set of regulations for the functions and procedures of both Safeguarding Adults Boards and Safeguarding Children Boards. This is in line with the commitment to provide a framework for improving safeguarding arrangements for everyone and that any artificial barriers based on age begin to be broken down.

It recognises that Boards will operate in parallel, which arrangements for the Boards should allow sharing, exchange and joint-working on matters of mutual concern, and that this should be supported wherever possible by common functions and procedures.

That Safeguarding Children's Boards should develop shared plans for safeguarding, working with local people to decide how best to protect children in vulnerable situations. North Wales Safeguarding Children's Board has a business plan which outlines the work that the Board intends to do over the next year.

To contribute to ensuring that national policies and procedures are monitored and remain fit for purpose, by engagement with the National Independent Safeguarding Board and other Safeguarding Boards, and to contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board.

To raise awareness throughout the Board's area of the Board's objectives to protect and prevent adults from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved;

To review the efficacy of measures taken by those Safeguarding Board partners and bodies represented on the Board, and by other bodies with safeguarding responsibilities within the area of the Board, either individually or collectively, to implement the objectives of the Board and to make whatever recommendations it sees fit to those bodies in light of such a review;

To undertake audits, reviews and investigations as are required in pursuance of its objectives;

To review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives;

### 3. Overarching Responsibilities:

The Safeguarding Board also has overarching responsibilities including:-

**Assurance.** The Board needs to assure itself that local safeguarding arrangements are in place as defined by the SSWB (Wales) Act and statutory guidance. That safeguarding practice is person centred and outcome focused and that it is continuously improving and enhancing the quality of life of adults in its area

**Accountability.** The Board should hold agencies and itself to account to ensure that safeguarding services are effective and are protecting the most vulnerable adults in North Wales.

**Challenge.** The Board should be able to challenge members and areas of safeguarding practice across the region in order to improve services and the experience of service users and carers in relation to service provision, enabling them to remain safe.

**Strategic oversight.** The Board should provide a strategic oversight of Safeguarding in North Wales and also link in with work undertaken within other Boards across the region.

**Leadership.** The Board provide multi-agency leadership to ensure that Children in North Wales are appropriately safeguarded by preventing abuse and neglect from happening, promoting wellbeing and safety and responding effectively to instances of abuse and neglect

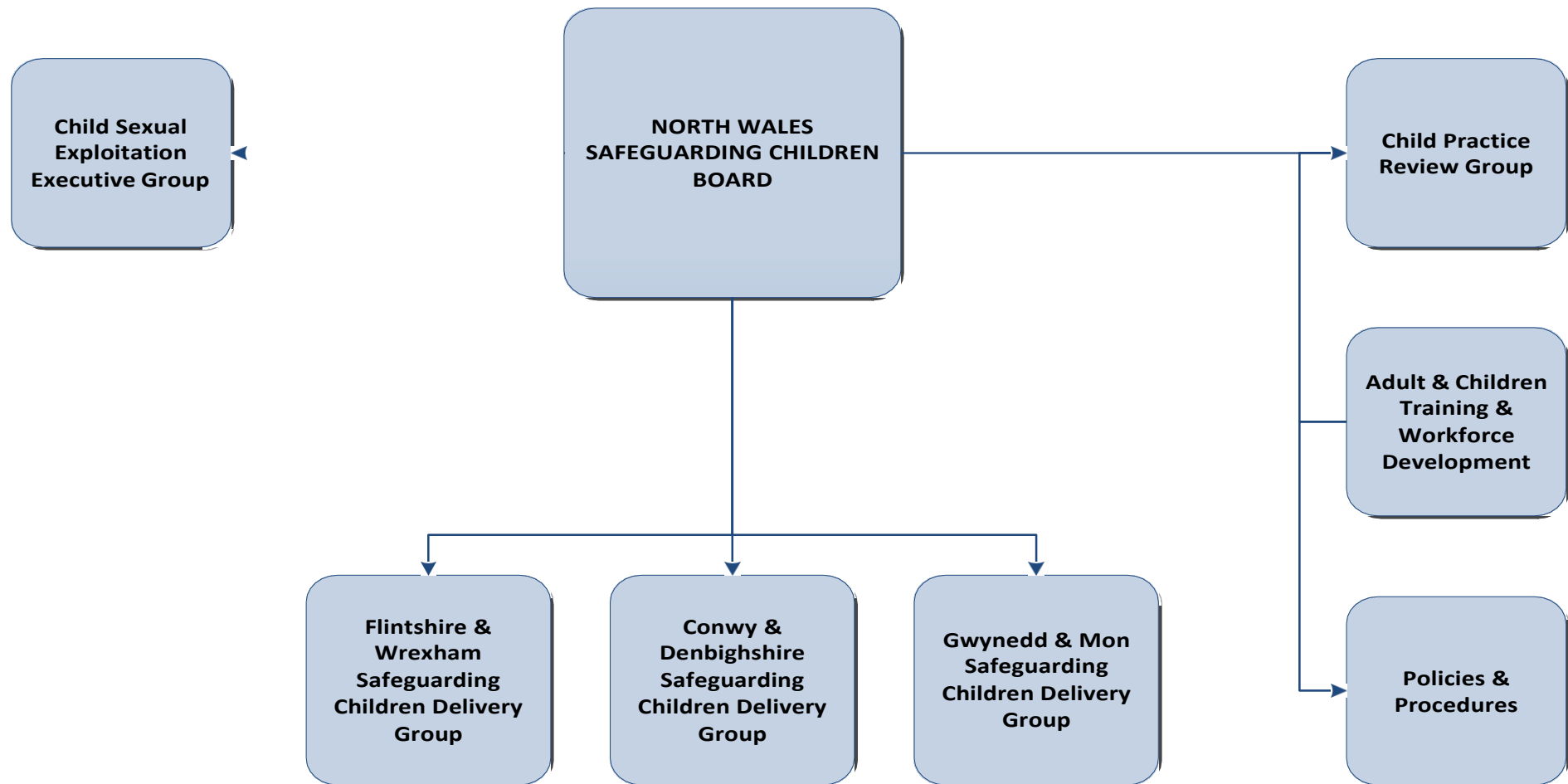
**Quality and Performance.** To ensure that children at risk who use services we provide or commission or that operate in the Board's area are safe and their care and treatment is appropriate to their needs that they are free from abuse. To monitor the work around safeguarding within North Wales to try and raise the quality of safeguarding services and prevention within the region.

**Prevention.** To work with agencies across North Wales to look at preventing abuse of adults with care and support needs within the region.

**Communications/Engagement and Awareness raising.** The Board should raise awareness, knowledge and understanding of abuse and neglect in order that communities and organisations know how to respond effectively and coherently

The Safeguarding Children's Board has terms of reference which sets out the aims and objectives of the Board, and expectations of Board members. Appendix one contains full details of the terms of reference.

#### 4. Structure



**The Safeguarding Board has the following Subgroups:**

1. Safeguarding Children Practice Review
2. 3 x Safeguarding Children Practice Delivery Groups (Conwy & Denbighshire, Gwynedd & Ynys Mon, Flintshire & Wrexham)
3. Policy and Procedures
4. Training & Workforce Development (Joint Group with NW Safeguarding Adults Board)





## **5. Business Plan:**

The North Wales Safeguarding Children's Board has produced a strategic business plan for the coming year – this can be found on the North Wales Safeguarding Board website:

[www.northwalessafeguardingboard.wales/](http://www.northwalessafeguardingboard.wales/)



## **6. Safeguarding Childrens Board Terms of Reference**

**Title:** North Wales Safeguarding Childrens Board (NWSCB)

### **Accountability**

- The Elected Members of the North Wales Local Authorities
- The Welsh Government
- Each partner organisation retains existing lines of accountability to the designated lead officer/ representative body within each partner organisation.

### **How Accountability is demonstrated**

Via an annual report, to:

- Scrutiny / Cabinets in North Wales Local Authorities
- North Wales LDGs
- Board Members' own agencies
- CSSIW
- the National Safeguarding Group

### **Purpose**

The NWSCB will work to achieve the statutory objectives as set out in paragraph 1, section 135 of the Social Services and Wellbeing Act 2014:

(1) The functions of a Safeguarding Children Board are:

to cooperate with other Safeguarding Boards and the National Board with a view to:

- (a) contributing to the development and review of national policies and procedures for Safeguarding Boards, implementing national policies and procedures recommended by, and guidance and advice given by, the National Board;
- (b) to raise awareness throughout the Safeguarding Board area of the Board's objectives and how these might be achieved;
- (c) to undertake relevant reviews, audits and investigations;
- (d) to review the efficacy of measures taken by the Board to achieve the Board's objectives;
- (e) to make recommendations in light of those reviews, to monitor the extent to which those recommendations are carried out and to take appropriate action where it is shown that the Board's objectives are not being fulfilled;
- (f) to disseminate information about those recommendations to other appropriate Safeguarding Boards and the National Board;
- (g) to facilitate research into protection of, and prevention of abuse and neglect of,

- children or adults at risk of harm;
- (h) to review the training needs of and promote the provision of suitable training for persons working to achieve the Board's objectives;
- (i) to arrange and facilitate an annual programme of multi-agency professional forums;
- (j) to cooperate or act jointly with any similar body situated in any jurisdiction where the Board considers that this will assist it to fulfil its objectives;
- (k) to obtain specialist advice or information relevant to the attainment of the Board's objectives;
- (l) to undertake practice reviews in accordance with regulation 4.

The North Wales Safeguarding Children's Board (NWSCB) will provide the regional strategic direction for the prevention of abuse and neglect of children, and the protection of children who have been abused or neglected safeguarding children and young people across North Wales.

The NWSCB will pursue all avenues to achieve its objectives, including ensuring the preparedness of all partner agencies to achieve the Board's ambitions; making prevention everybody's business; protecting the most vulnerable; creating a hostile environment for offenders and acting to change the behaviour and understanding of those who abuse or neglect children.

## Functions

To ensure the implementation of its strategic vision

- a) to develop a rolling 3-year strategic plan
- b) to agree an annual business plan
- c) to review the NWSCB's strategic plan on an annual basis, agreeing priorities for the year ahead and ensuring that plans reflect national and local developments
- d) to produce an annual report in accordance with the Welsh Government's requirements for the National Independent Safeguarding Board

To ensure that the work and functioning of the Board respects the cultural and linguistic diversity of the community it serves, and is in accordance with the specific regulatory requirements of the Welsh Government and the provision of bilingual services in accordance with need.

The NWSCB, in common with the sub regional Safeguarding Delivery Groups, will take steps whose aim it is to foster a relationship of mutual trust and understanding amongst the persons or bodies represented on the Board in relation to safeguarding and promoting the welfare of children across North Wales.

The NWSCB will aim:

- a) to take steps whose aim is to raise awareness throughout the Board's area of the need to safeguard and promote the welfare of children and to provide information about how this might be achieved*

- b) to disseminate information about best practice in safeguarding and promoting the welfare of children amongst the representative bodies and such other persons as the Regional Board sees fit

Via a North Wales Protocols & Procedures Group;

- a) to develop procedures whose purpose is to co-ordinate what is done by each representative body for the purposes of safeguarding and promoting the welfare of children within the area of the Board, including procedures in relation to information sharing
- b) To ratify new or revised procedures or protocols developed by the NW or All Wales Protocols & Procedures Groups

To address any regional issues raised by the Local Delivery Groups regarding the efficacy of the measures taken by each person or body represented on the Board to co-ordinate what they do for the purposes of safeguarding and promoting the welfare of children within the area of the Board and to make whatever recommendations it sees fit to those persons or bodies in light of such a review.

Via a North Wales Child Practice Review Group:

- a) to manage the Child Practice Review process, undertake Child Practice Reviews and monitor any action plans arising

To propose, request or agree to proposals for research into aspects of safeguarding or the wellbeing of children, and to maintain an awareness of any research relating to safeguarding and the well-being of children undertaken or underway

Via a North Wales Training and Workforce Development Group:

- a) to review the training needs of those working in the area of the Board with a view to identifying training activities to assist in safeguarding and promoting the welfare of children in the area of the Board.
- b) to identify and address safeguarding children workforce development issues across the area of the Board.

To co-operate with other Boards (whether in Wales or England) and any similar such bodies in Scotland and Northern Ireland where the Board considers that would be of mutual benefit.

To seek advice or information where the Board considers that to be desirable for the purposes of any of the above functions.

To agree a funding formula in accordance with the Safeguarding Board Regulations 2015 and operating budget for the NWSCB, including allocations to the regional and sub regional groups, and to ensure commitment to on-going funding from statutory partners.

To represent and promote the interests of North Wales Safeguarding at a National and Regional level (WLGA, WG, SSIA, National Safeguarding Group, Regional Adult Safeguarding Board).

To undertake an annual self-assessment and improvement procedure.



## **Reporting**

To provide an annual report which will be reported to the National Independent Safeguarding Boards of other strategic partnerships with safeguarding responsibilities, including the Local Service Boards, the Scrutiny Committee of each Local Authority, and to member agencies' governance structures.

To meet the reporting requirements of national and regional bodies, e.g. Welsh Government, CSSIW, the National Safeguarding Group, the Regional Adult Safeguarding Board.

To report concerns to the PSB / CIW / WG, as necessary, regarding issues concerning member contributions/ commitment / safeguarding practice that cannot be resolved at the NWSCB.

## **Communication Channels**

To communicate with the regional and sub regional groups on strategic priorities.

To ensure the effective communication with other relevant regional groups.

To communicate with other regional SCB arrangements in Wales as appropriate and the National Safeguarding Children Group.

## **Legal Support**

To be provided by the host authority for the Board.

## **Administration**

The Regional Safeguarding Board Business Unit will provide administration support for the Childrens Board.

Other support for the Board will be provided by the Business Support Unit.

## **Frequency of Meetings**

The Board shall meet every two months, with meeting dates set no later than January for the following year.

An annual self-assessment and planning day will take place each year.

Additional meetings will take place as required.

## **Quorum**

Meetings will be considered quorate if a representative is present from the following agencies:

- Children & Family Services
- Education Services
- BCUHB
- NW Police
- National Probation Service / Community Rehabilitation Company

However meetings can proceed in the absence of full quoracy at the Chair's discretion.

## **Decision Making**

Made by majority.

A split vote will go to the Chair for final decision

## **Papers**

Minutes, agendas and reports

## **Minutes of Meetings**

Minutes and agenda to be distributed 5 working days prior to the following meeting.

## **Confidentiality**

The meeting will be held in private.

## **Regulation and Control**

Subject to CIW review and inspection.

## **Amendments to Terms of Reference**

Only with the approval of the Board.



## 7. Agency Membership

Agency	Membership (generic title)
Anglesey CC	Head of Children & Family Services
Conwy CBC	Head of Children & Family Safeguarding Services
Denbighshire CC	Head of Education and Social Care
Flintshire CC	Senior Manager: Children and Workforce
Gwynedd C	Head of Children & Family Services
Wrexham CBC	Head of Children & Family Services
Conwy CBC	Director of Social Care and Education <b>(Chair)</b>
Denbighshire CC	Director of Social Care and Education
Flintshire CC	Director of Social Services
BCUHB	Executive Director Nursing & Midwifery, BCUHB
BCUHB	Named Doctor Safeguarding Children
Public Health Wales	Safeguarding Lead
Welsh Ambulance Service	Lead officer with responsibility for protecting children
NW Police	Head of PVPU
National Probation Service	Head of Local Delivery Unit
Barnardo's	NW Nomination
NSPCC	NW nomination
National Independent Safeguarding Board	NISB Member
YouthJustice Service	NW Nomination
Wrexham and Flintshire Youth Offending Team	ServiceManager

## **Professional Advisors & Officers**

### **Board attendance/ status**

Legal Advisor

Board attendance / status

As required at Board

Chairs of Regional Groups

As required at Board

Chairs of sub regional Delivery Groups

As required at Board

NWSCB Business Manager

In attendance at Board

Child protection co-ordinator/ local authority safeguarding  
lead officer

As required at Board



## **8. Member responsibilities:**

### **Chair**

The Chairperson of the Board will be responsible for ensuring that an annual report of the Board is prepared and published by 31st July each year.

The annual report shall be published on Safeguarding Board Website. It is the responsibility of all partner agencies to present the annual report to their respective senior management teams and constituted decision making bodies at the next appropriate governance forum within three months of the report publication.

The Chairperson of the Board will be responsible for ensuring that the Annual Business Plan of the Board is prepared and published by 31st March each year.

### **Members Representation**

Represent an agency, organisation or representative group of people with full authority. In doing so to raise issues on their behalf, contribute to discussion and debate and ensure dissemination of information back to that representative group, agency or organisation.

To ensure that the representative group, agency or organisation they represent demonstrates a total commitment to safeguarding adults and embeds safe practice in their organisation, agency or representative group.

It is important the Safeguarding Board works within the whole system that is involved in Safeguarding Children, sharing good practice and developing a co-ordinated approach with other Boards and other areas to make the most effective usage of resources.

It is the role of representatives to identify matters significant to the achievement of local safeguarding developments, represent the views and priorities of the Board, and report back milestones and outcomes.

### **Values**

Upholds the principles and aims of the Board as set out in the terms of reference.

### **Attendance**

To attend every Board meeting or to arrange for a suitable representative to act on their behalf **(and who is able to act with full authority)** at any meeting they are unable to attend.

### **Annual report**

Make a contribution, as necessary, to the Board's annual report.

## **9. Confidentially Statement**

The Board is convened under Social Services and Wellbeing (Wales) Act 2014 and will conform to equal opportunities and anti-discriminatory legislation and guidance. All people attending must respect the confidentiality of the issues discussed and in particular where case examples are discussed: these issues are confidential and should not be disclosed to other people without the expressed permission of the Chair.

It is noted that for wider learning, information discussed at the Board does need to be shared within the wider community but this must always be done retaining anonymity in relation to named individuals, services or agencies. Where Board members are uncertain as to what can be shared this needs to be determined at the Board and agreed as part of the minutes.

It is recognised that, where there are issues relating to clinical and professional accountability, then individual Board members may need to raise this within the agency they represent. It is expected that where this situation arises it will be raised and agreed by the Board as part of the business of that meeting.