



Shropshire's Safeguarding Children Board (SSCB) Constitution

About SSCB

SSCB is the key mechanism that brings together representatives of each of the main agencies and professionals responsible for promoting the welfare and safety of children and young people in a forum for challenging and agreeing how the different services and professional groups should co-operate to safeguard children throughout Shropshire and, for making sure that arrangements work effectively to promote better outcomes for children.

It is important to note that the SSCB does not commission or deliver direct front line services. Each partner organisation retains its own existing lines of accountability and responsibility. The SSCB acts in an independent role to seek assurance, scrutinise, challenge and support the multi-agency partnerships in Shropshire in safeguarding children.

1. What is the Legislative Framework for SSCB?

The Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) made up of representatives from the agencies and bodies which have regular contact with children, or have responsibility for services to them in the local area. The statutory agencies which are required to cooperate in the establishment and operation of the LSCB are set out in section 13(3) of the Children Act 2004. Sections 13 to 16 of the Children Act 2004 set out the statutory framework for the LSCB.

The SSCB is therefore established under Section 13 of the Children Act 2004 by Shropshire Council as the children's services authority for this area. Detailed guidance issued under section 7 of the Local Authority Social Services Act 1970, is contained within Working Together to Safeguard Children 2015, chapter 3 and Appendix B.

For the purpose of this document, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role to help enable those children to have optimum life chances and enter adulthood successfully.

Child protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm (Working Together, 2015 Appendix A: Glossary).

SSCB is the key statutory mechanism that brings together representatives of each of the main agencies and professionals responsible for promoting the welfare and safety of children and young people. It is an inter-agency forum for agreeing how the different services and professional groups should co-operate to safeguard children throughout Shropshire and, for making sure that arrangements work effectively to promote better outcomes for children.



2 .What are the Statutory Objectives and functions of the SSCB?¹

The statutory objectives and functions of the SSCB are set out in Section 14 of the Children Act (2004), regulations (Local Safeguarding Board Regulations 2006) and Working Together to Safeguard Children 2015. These are:

- a) to co-ordinate what is done by each person and body represented in the SSCB for the purposes of safeguarding and promoting the welfare of children, and
- b) Ensuring the effectiveness of what is done by each person or body for that purpose. The SSCB will, therefore, ensure that the duty to safeguard and promote the welfare of children is carried out in such a way as to contribute to improving all five Every Child Matters outcomes.

However, the SSCB will go beyond this core business to work to the wider remit, which includes preventative work to avoid harm being suffered. This will ensure a long-term impact on the safety of children.

3. What will SSCB do in order to carry out its statutory objectives and functions:

The SSCB will:

- Hold agencies to account. Through quality assurance, by performance information and audit, scrutinise the effectiveness of what is done by all Board partners individually and collectively to safeguard and promote the welfare of
- Develop and agree inter-agency policies, procedures, protocols and guidance, that should be followed by all agencies and individuals, to provide support when responding to the safety and welfare of children and young people.
- seek assurance that the safest possible practices are in place in relation for the recruitment and selection of all those who work with children in a statutory and voluntary capacity, that all agencies adopt safe working practices and any allegations against adults that work with children are properly investigated.
- To undertake reviews of cases where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected and advising on lessons which can be learned, in accordance with guidance on serious case reviews and practice learning reviews.
- Ensure that a review of each child death normally resident in the SSCB area is undertaken. this is currently carried out by the child Death Overview Panel².

¹ the children's bill 2016 may remove the statutory duty to establish a Local Safeguarding Children Board, but may retain a duty for the safeguarding partners for a local authority to make arrangements for— (a) the safeguarding partners, and (b) any relevant agencies that they consider appropriate, to work together in exercising their functions, so far as the functions are exercised for the purpose of safeguarding and promoting the welfare of children in the area.

² The Children's Bill 2016 may vary the arrangements for this statutory function. the bill currently states that: The child death review partners for a local authority area in England must make arrangements— (a) for the review of each death of a child normally resident in the area; (b) for the analysis of information about such deaths generally.



To promote and encourage a sustained a community involvement in safeguarding children, and improving levels of safety for children.

- Ensure that single agency and multi-agency training is provided in order to meet local needs and is effective in equipping professionals with the skills and knowledge to safeguard and promote the welfare of children.
- Ensure the Board is adequately resourced and supported to carry out its function as defined by statutory guidance.
- To receive reports on matters of local and national relevance relating to the objectives of the Board.
- Communicate important messages and information (local and national) relating to safeguarding and promoting the welfare of children to all partners and stakeholders so that we are all as fully informed as possible about how best to safeguard children.
- Inform the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account.
- In agreement with the Children's Trust to lead on other activity that facilitates, or is conducive to the achievement of the objectives of the SSCB. These activities would not be related to delivery of services, but may be leading on the overseeing and scrutiny of the effectiveness of services, and recommendations for improvement. for example, the SSCB has established a child sexual exploitation sub group that oversees the work of partner agencies in managing and delivering the services that safeguard children from CSE.

4. How will the SSCB do this work?

- The SSCB will develop a business plan that will focus on a small number of priority areas. these priorities will be derived from: local findings through audits, reviews and performance information; national findings including reviews, research, inspections; emerging safeguarding issues.
- these priority areas will then be reflected in the work plans of the SSCB sub groups (see below for information about sub groups)
- The scrutiny and challenge will be through a performance information framework, based on the priority areas, that includes single and multi-agency performance information and findings from multi agency themed audits around the priority areas, and any other relevant sources.
- As well as the identified priority areas for the SSCB we will also seek assurance/ risk reporting regarding wider safeguarding issues and the quality of all partner agencies capacity to safeguard children.

5. What structure is in place to enable the work of the SSCB to be carried out?

5.1 Membership of SSCB:



Membership of the Board is set out in section 13(3) of the Children Act 2004 and has been updated in Working Together to Safeguard Children 2015. The following organisations are required to cooperate with regard to membership of SSCB and the shared responsibility for the effective discharge of the Boards objectives and functions:

Shropshire Council - (incorporating children's services; adult services, and Public Health)

National Probation Service

Community Rehabilitation Company

Youth Justice Service

Health –Community Trust; Shropshire and Telford Hospital Trust; Agnes Hunt Orthopaedic Hospital
South Staffordshire and Shropshire Healthcare NHS Foundation Trust

Shropshire's Clinical Commissioning Groups (CCGs)

NHS England

CAFCASS

Local school representation from a primary, secondary, and college

Lay members

The Voluntary Sector;

Membership of the Board will comprise of appropriate named people with a strategic role designated by their organisations in order to ensure consistency and continuity. The named individual will remain the agency's representative until the Board is informed otherwise by the agency. Individual members have a duty to contribute to the effective work of the SSCB. The key roles of a member are:

- To contribute to the effective working of the SSCB in promoting high standards of safeguarding work and fostering a culture of continuous improvement.
- To represent their organisation or sector on the SSCB, speaking with authority for that body; committing the organisation or sector on policy and practice matters and holding them to account in respect of its work to safeguard and promote the welfare of children within Shropshire.
- To represent the SSCB within their organisation or sector; ensuring that it is meeting its obligations to safeguard and promote the welfare of children.
- To be an objective member in undertaking assessments and scrutiny functions of the SSCB. Where necessary this should take precedence over the role as organisational or sector representative.

Please see **Appendix 1** for further detail and memorandum of understanding in relation to Board members.



The Local Authority's Lead Member for Children will attend the Board as a participating observer. Their role, through their membership of governance bodies, is to hold their organisation and its officers to account for the effective functioning of the Board. The Lead Member will have a particular focus on how Shropshire Council fulfils its responsibilities to safeguard and promote the welfare of children and will hold the Director of Children Services to account for the work of the SSCB.

If a Board member misses two consecutive meetings without sending apologies or an appropriate representative, then the Chair, on behalf of the Board, will write to that member. If non-attendance continues, the Chair will write to the senior person of that agency seeking a replacement. (This also applies to sub group membership).

5.2 Chair of SSCB

It is the responsibility of the Chief Executive of Shropshire Council to appoint or remove the SSCB Independent Chair with the agreement of a panel including SSCB partners and lay member(s). The SSCB Chair will have an initial 24 month tenure, with the option of renewing after this period. The SSCB Chair will be of sufficient standing and expertise to command the respect and support of all partners, and they will act objectively to promote an effective strategic safeguarding 'challenge and assurance' Board which promotes a sense of equal partnership amongst its partner agencies.

The SSCB Chair will be accountable to the Local Authority via the Chief Executive. An SSCB Vice-Chair will be a nominated representative from one of the partner organisations of the SSCB.

5.3 Sub Groups

In Shropshire Safeguarding Children Board sub-groups will be the mechanism to ensure the work of the Board is completed effectively. The following sub-groups have been set up for this purpose. Any sub group working on behalf of the SSCB will only be established by the Board; be accountable to it; and report to it.

Executive Group

The executive group will have responsibility for reviewing the progress of the SSCB business plan and the work carried out by the sub groups in pursuance of this plan. The group will receive reports in relation to the boards priorities and assurance areas, and provide an up to date report to the strategic board for reflection, discussion and recommendations. The group will identify issues to be scheduled for the SSCB agenda and determine matters which must be considered by the full SSCB.

Quality Assurance and Performance Sub-group

This group meets bi-monthly and through a designed performance framework, based on the SSCB priority areas and assurance reporting, will objectively scrutinise and evaluate practice on behalf of the board.

Policy and Procedures Sub-group



This group will ensure appropriate procedures and guidance are in place in response to legislation, government guidance and local needs.

Training Sub-group

This group meets bi-monthly and co-ordinates the delivery and quality assurance of Safeguarding training in Shropshire for all those working with children, or within safeguarding, or child protection and developing a quality assurance model to achieve this. Developing and co-ordinating a Safeguarding Training Audit Tool.

Learning and Improvement Case Review Sub-group

This group is responsible for considering whether or not cases meet the Serious Case Review criteria or require another type of review to be undertaken. Other work-streams involve monitoring agencies compliance with SCR recommendations/action plans, analysing cases for key themes, learning and identifying trends.

Communications Sub-group

This group will ensure that the messages and information about safeguarding children being everybody's responsibility is disseminated amongst the widest numbers of the population and professionals as possible. They will also undertake tasks on behalf of the Board which are related to the publicising of safeguarding work in Shropshire.

Child Exploitation Sub Group

This sub group brings together the agendas of CSE, Missing, Trafficking and e-Safety. It is a specific issues sub group of the SSCB set up due to these factors being identified as priority areas for the Board. Its role is to ensure that procedures, practices and systems are in place. The group does not have operational responsibility for this, but reports to the board on the effectiveness of agencies safeguarding children in these circumstances.

Child Death Overview Panel

The joint Shropshire / Telford & Wrekin Child Death Overview Panel (CDOP) monitors and reviews child deaths on behalf of both LSCBs. Reviewing child deaths includes collecting information about the circumstances of the child's death, with the overall purpose to understand how and why children die, make recommendations to protect other children and to prevent future deaths. The CDOP meets every two months and is multi-agency. An annual report is produced by the chair of CDOP.

5.4 Frequency and arrangements of meetings

The Board will meet as a minimum four times per annum.

The Chair may call an extra-ordinary meeting at any time, and members can make a written request for such a meeting to the Chair. (NB this will normally only be considered if several members make such a request)



A Board meeting will only be quorate if 10 people are present from at least 3 statutory partners.

All Board meetings will be minuted; draft minutes will be distributed within a reasonable time and submitted for approval to the next meeting.

The executive Group and other sub groups will meet more frequently than the strategic board in order to effectively progress the business plan. Frequency of the sub group meetings, chairing and other matters are addressed in the Terms of reference for each group.

6 What are the Governance arrangements for the SSCB?

6.1 Reporting arrangements within the SSCB:

The Strategic Board sets the strategic plan and priority areas for the SSCB. The business plans of each of the sub groups should reflect the Boards strategic priorities and the actions and activities to progress these.

Each of the sub group should report to the executive group of the SSCB. The Executive Group carries out detailed analysis and discussion of the progress of the business and reporting in order to provide accurate information and analysis to the board, in sufficient detail, to enable the board to take a strategic view and consider actions and recommendations.

A business cycle for SSCB is established so that the timings of the sub groups, executive group and board are such that meaningful reports on progress can be tabled at board meetings. The Executive Group and the Board have an established reporting cycle so that it is clear what priority areas and areas of assurance (as well as other matters) are scheduled for consideration throughout the year.

there is a Governance Group of the SSCB made up of senior representatives of the local authority, police and health. This group has an overview of the strategic direction of the board and its effectiveness, as well as reviewing and seeking assurance of effective engagement of partners in the work of the SSCB

6.2 Conflicts of interest

Conflicts of interest may arise where an individual's personal, professional or family interests conflict with those of the SSCB. At the commencement of meetings members may be asked to declare potential conflicts of interest in any aspect of the agenda. The Chair, at their discretion, may ask the individual to leave the meeting for the whole or part of the relevant agenda matter.

6.3 Board decisions and recommendations

Wherever possible the Board will seek to establish a consensus on any decisions and recommendations made.

7. What is the relationships and reporting arrangements with other partnership boards and partner agencies.



The SSCB will report:

Any findings from the scrutiny, challenge, assurance work of the SSCB that has an impact/potential impact on the delivery of services to safeguard children should be reported to the relevant agency/ partnership board.

Any findings regarding concerns relating to practice by any organisation that may compromise the safety and well-being of children should be reported to the relevant agency/ partnership board.

Any findings in relation to good/effective practice that promotes the safety and well-being of children should be reported to the relevant agency/ partnership board as lessons for good practice. We know that findings from many inspections of services (even when there are findings of inadequate) that there are almost always "pockets of good practice" identified. The SSCB need to be assured that there is a full spread of good/ excellent practice.

Reporting of findings from SSCB to partnership boards/ agencies should be prompt and any actions tracked for evidence of improvement.

There is also a Pentagon meeting (chairs, senior officers, business managers) of the partnership boards, the SSCB; Shropshire Safeguarding Adults Board; Children's trust; Health and well Being Board; community Safety Partnership, where priorities, responsibilities and issues in relation to safeguarding children and vulnerable adults is discussed.

8. How will the SSCB be supported?

8.1 Financing

Working Together 2013 states that 'All LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.'

Section 15 of the Children Act 2004 empowers statutory Board members to make payments towards expenditure incurred by, or for purposes connected with the SSCB. The SSCB will need an adequate budget and sufficient other resources (in kind) to enable it to effectively carry out its role and function, to comply with guidance, and to meet inspection standards. The budget covers staffing costs, training costs, publishing costs and work necessary to progress the business plan. SSCB income will also be generated through the provision of SSCB multi-agency training.

The budget will be set annually (but may have to be revised throughout the year with the agreement of the relevant agency in response to any organisational change) at the discretion of the Board according to the needs of the SSCB in order to fulfil its functions. The SSCB budget will be held by Shropshire Council and will be reviewed annually and managed by the SSCB Business Manager. Funding agreements will be in place with each SSCB partner and other members will be encouraged to contribute to the development work of the Board.



8.2 Business support

A Business Unit for the SSCB is established that includes Business Management, administrative support and capacity to deliver multi-agency child protection training.

Associated document

[Protocol between SSCB and wider partnership boards](#)

[Terms of reference SSCB](#)

[Terms of reference Executive Group](#)

[Terms of reference sub groups](#)

[SSCB business Plan](#)

[SSCB reporting cycle](#)

APPENDIX 1 (of constitution)

Memorandum of Understanding - Individual Members' Responsibilities

1. To fulfil a strategic role in relation to safeguarding and promoting the welfare of children within the partner agency.
2. To speak for the partner agency with authority.
3. To commit the partner agency on policy and practice matters.
4. To ensure the effectiveness of work undertaken to safeguard and promote the welfare of children within the members own agency and to hold their organisation to account in reference to activity undertaken to safeguard and promote the welfare of children.
5. To report to SSCB any difficulties within the members own agency in relation to its ability to fulfil the statutory requirements of S10 and S11 of the Children Act 2004, and S157 & S175 of the Education Act 2002, and to take lead responsibility within their agency for addressing actual or potential failures in the fulfilment of these statutory responsibilities.
6. To be in a position to commit resources from their own agency in cash and/or in kind (including personnel), required for sub-group/task group / or task-to-finish group activity, in order to ensure the effectiveness of work undertaken by SSCB.
7. To ensure that there is an identifiable communication strategy between SSCB and the members own agency and to be accountable for the effective implementation of that strategy.



8. To ensure that key performance indicators in relation to safeguarding for the member's agency are reported in a timely manner to the Performance Management Subgroup and that their agency provides detailed information in relation to these performance indicators to this subgroup on a quarterly basis.
9. To evidence that the members own agency has addressed arrangements to ensure that strategic plans in relation to staff training take account of training in relation to the safeguarding of children. To ensure further that effective links are facilitated between the training department of their own agency and the SSCB Training Subgroup.
10. To chair or identify appropriate chairs for subgroups of the Board.
11. To actively participate in progressing the work of the Board.
12. To prioritise attendance at Board meetings.
13. To pro-actively raise awareness of issues in relation to safeguarding and promoting the welfare of children within their own agency, and to champion the right of all children to stay safe.
14. To actively promote inter-agency working.
15. To advise the Board about the detail of their own agencies strategic plans in order to inform and ensure meaningful outcome related links between these and the work streams of the Board.
16. To provide details to the Board about specific lines of accountability within their own organisation.
17. To ensure that individual agency review reports are submitted to the SSCB as part of the learning review and serious case review process and are;
 - Completed within required timescales.
 - Compliant with statutory guidance and SSCB requirements; and
 - Signed off and approved by the relevant agency Chief Officer.

Signed: Name (please print):

Designation Agency \ Organisation