

## **APPENDIX 7**

### **Rotherham Safeguarding Children Board Sub Committees: Terms of Reference**

#### **7.1 Policy and Procedure Sub-committee**

- To maintain relevant and up-to-date policies and procedures and oversee their distribution and maintenance.
- To promote and ensure multi-agency working amongst members and wider partners.
- To ensure that safeguarding is satisfactorily addressed in the developing integrated children's services.
- To ensure appropriate information sharing between agencies through information sharing protocols and efficient use of the Child Protection Register ( and also the future Child Index).
- To review new guidance and research on behalf of the Safeguarding board.
- To make recommendations to the Safeguarding Board about the revision and development of policy and procedure.

#### **7.2 Practice Standards Sub Committee**

- To monitor safeguarding practice to ensure that it is satisfactory and make recommendations for improvements.
- To review inter-agency performance and compliance with procedures and to identify trends.
- To develop multi-agency audit processes and review internal supervision and audit processes within agencies.
- To consider individual cases where concerns or issues are raised.
- To select a sample of other cases randomly to review practice at the stages of referral, assessment, planning, implementation and review.
- To report action and learning points regularly to the Board and to make recommendations to the Safeguarding Board.

#### **7.3 Role of Training Sub Committee**

- To provide training and professional development opportunities for staff working with children and families.
- To produce an annual Training Programme reflecting staff needs and the Business Plan of the Safeguarding Board.
- To monitor and evaluate the quality and effectiveness of training provided.
- To assist the Safeguarding Board with its own development and training needs.

#### **7.4 Serious Case Review Sub-Committee**

- To consider cases referred and decide whether a Serious Case Review is required.
- To identify an independent author for each Serious Case Review.
- To identify parameters and timescales for internal management reviews.
- To receive and agree completed Serious Case Reviews and Summary Reports.
- To ensure action on their findings and communication of the learning from these cases.
- To contribute to the establishment of child death review arrangements by April 2008.

#### **7.5 Consultation, Communication and Information Sub-Committee**

- To develop communication, involvement and publicity.
- To publicise Rotherham's Safeguarding agenda in the borough through literature, events and a website.
- To make policies and procedures available electronically.
- To review and develop information leaflets (in all the main Languages).
- To develop campaigns to highlight relevant issues e.g. 'Don't Shake the Baby'.
- To establish and/or strengthen links with all sections of the community, including BME communities, faith communities, sports organisations, to promote safeguarding and early prevention messages.
- To promote Safeguarding events in the borough and South Yorkshire as required.
- To devise a media strategy to promote a positive image of multi-agency safeguarding work in Rotherham.