

ROTHERHAM SAFEGUARDING CHILDREN BOARD CONSTITUTION

Legal Title and Status

- 1.1 The Board shall be known as the Rotherham Safeguarding Children Board (The Board). The Board is established by Rotherham Metropolitan Borough Council in accordance with the provisions of The Children Act 2004.
- 1.2 The Board will work closely with the Rotherham Children Board and other agencies and organisations, but will retain an independent voice, acting, where necessary, as a critical partner so as to fulfil its objectives.

Objectives

- 2.1 In accordance with the provisions of the Children Act 2004 the objectives of The Board are:-
- a) to co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the borough of Rotherham; and
 - b) to ensure the effectiveness of what is done by each person or body for that purpose.
- 2.2 Safeguarding and promoting the welfare of children is defined as:-
- a) protecting children from maltreatment
 - b) preventing the impairment of children's health and development
 - c) ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- and at all times the Board shall work to achieve its objectives in such a way as to enable children to have optimum life chances and to enter adulthood successfully.

Functions of the Board

- 3.1 In accordance with the provisions of the Children Act 2004 and the Local Safeguarding Children Boards Regulations 2005 the functions of the Board are:-
- a) developing policies and procedures for safeguarding and promoting the welfare of children in the Borough of Rotherham, including policies and procedures in relation to:
 - i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - ii) training of persons who work with children or in services affecting the safety and welfare of children
 - iii) recruitment and supervision of persons who work with children
 - iv) investigation of allegations concerning persons working with children
 - v) safety and welfare of children who are privately fostered

- vi) co-operation with neighbouring children's services authorities (i.e. Local Authorities) and their Board partners
- b) communicating to persons and bodies in the Borough of Rotherham the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done, and encouraging them to do so.
- c) monitoring and evaluating the effectiveness of what is done by the Local Authority and Board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve
- d) participating in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account
- e) collecting and analysing information about the deaths of all children in the Borough of Rotherham with a view to identifying:
 - i) any matters of concern affecting the safety and welfare of children in the Borough of Rotherham, including any case giving rise to the need for a serious case review;
 - ii) any general public health or safety concerns arising from the deaths of children
- f) putting in place procedures for ensuring that there is a co-ordinated response by the Local Authority, their Board Partners and other relevant persons to an unexpected death of a child
- g) undertaking 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 that can be learned
- h) engaging in any other activity that facilitates, or is conducive to, the fulfilment of its objectives.

Membership

4.1 In accordance with the provisions of the Children Act 2004, membership of the Board shall include statutory members (Board Partners) and non-statutory members. The Board may agree to additional members as necessary.

4.2 The following are statutory members of the Board:

- Rotherham Metropolitan Borough Council
- South Yorkshire Police
- National Probation Service (South Yorkshire)
- Rotherham Youth Offending Team
- Rotherham Primary Care Trust
- Rotherham Foundation Hospital Trust
- Doncaster and South Humber Health Care NHS Trust
- Strategic Health Authority
- The Connexions Service, or such other body established under S114 Learning and Skills Act 2000.

- CAFCASS

4.3 The following are non-statutory members of the Board:

- NSPCC
- The Learning and Skills Council
- Rotherham Voluntary Sector Consortium

4.4 Each member of the Board shall nominate a representative entitled to attend and vote on its behalf at meetings of the Board. Where the nominated representative is unable to attend meetings, they shall be permitted to nominate a deputy to attend and vote on their behalf. By nominating a representative, the member organisation confirms that the nominated person has sufficient authority to speak and make decisions on behalf of the organisation

Partnerships with non Board members

5.1 The Board will establish and maintain positive working relationships through its members or by special arrangements with the following organisations and services:

- State schools, independent schools and Further Education colleges
- Children's Centres
- GP's and independent healthcare organisations
- Voluntary and community sector organisations
- The Coroner
- Sports services
- Housing providers
- Representatives of Service users
- The Crown Prosecution Service
- The Local Family Justice Council
- The Local Criminal Justice Board
- Other healthcare providers eg. Pharmacists
- Witness Support Services
- Dental Health services
- Domestic Violence Forums
- Drug & Alcohol misuse services
- Housing, culture and leisure services
- Local MAPPA
- Sexual Health services

The Chair of the Board

6.1 The Chair of the Board shall be the Chief Executive of Rotherham Borough Council or such other person as he may appoint, subject to the approval of the Board.

6.2 The functions of the Chair of the Board are as follows:

- a) To chair meetings of the Board and to ensure the meetings are conducted in accordance with the constitution
 - b) To ensure that an Agenda and supporting documentation are available in advance of each meeting
 - c) To ensure the effectiveness of the Board
 - d) To liaise with senior management of all member agencies where necessary to address issues that may arise under para. 9.4 or otherwise.
- 6.3 The Safeguarding Board will appoint a vice-chair at the first meeting of each financial year. The appointment will be reviewed annually.

Meetings

- 7.1 The Board shall meet on no fewer than 6 occasions in each calendar year. Extra meetings can be convened at the discretion of the Chair of the Board
- 7.2 The dates for the Ordinary meetings shall be agreed on an annual basis and circulated to members with the minutes of each meeting. Members shall receive 14 days notice of any extra meetings convened.
- 7.3 A meeting shall be quorate if 7 representatives are present, from at least two different member agencies.
- 7.4 The Board will be able to call for advice from the Safeguarding Manager and the Local Authority Service Solicitor for Children and Young Peoples Services who will endeavour to attend all meetings of the Board.
- 7.5 It is the aim of the Board that business shall be conducted by agreement wherever possible. Where agreement is not possible, a decision shall be reached by the majority of those members present and voting at the meeting. Each member shall have one vote. In the event of an equality of votes, the Chair shall have a second and casting vote.
- 7.6 Minutes of each meeting will be maintained and circulated to all members. Rotherham Borough Council shall provide appropriate administrative support to the Board to ensure the smooth running of the Board meetings.

Sub-Committees and Working Groups

- 8.1 The Board will establish appropriate sub-committees and working groups to assist in achieving its objectives. The structure and membership of sub-committees will be agreed on an annual basis by the Board.
- 8.2 The sub-committees will each be chaired by a member of the Board who shall provide reports to the Board meetings on a regular basis.

- 8.3 Any working groups convened by the Board for a time limited period to address a specific issue will report to the Board on progress. Such reports will be given by the lead person for each group who shall be invited to attend Board meetings for that purpose.

Accountability

- 9.1 The Board will promote individual, professional and organisational accountability for safeguarding children, including the adoption of safe recruitment practices
- 9.2 Each Board member undertakes to each other Board member that it will perform its duties under the Children Act 2004 diligently and to the best of its ability as a Board member.
- 9.3 The Board will monitor and challenge as a critical partner all Board members' work to safeguard and promote the welfare of children.
- 9.4 Where a Board member is not performing effectively and no adequate action has been planned to improve performance, the Chair or a nominated member of the Board will discuss the issues and agree a suitable response with the agency.
- 9.5 The Board will assist in the preparation of the three yearly Joint Area Review.
- 9.6 The Board will consider the findings of the Local Authority's Annual Performance Assessment and will seek to identify and agree any necessary action to be taken by the Board arising out of the findings.

Procedures

- 10.1 The Board will publish a procedure manual to provide guidance for staff about all aspects of a child's welfare, including assessing children in need, responding to concerns about children, planning and reviewing plans for children, and information sharing.
- 10.2 The published guidance will be regularly reviewed and developed in response to local experience, and national guidance and legislation.
- 10.3 The published guidance will be widely available across the borough and on the internet, and will be supplemented by a range of information leaflet for service users.
- 10.4 The Board will ensure regular and focussed consultation with children, families and the wider community to raise the profile of safeguarding and to share information about keeping children safe. Through consultation,

views will be obtained about the quality and development of services and procedures.

Training and Professional Development

11.1 The Board will publish an annual multi-agency training programme to enable staff to undertake their duties in respect of safeguarding and promoting the welfare of children.

11.2 Board members will ensure that training to safeguard children is given sufficient priority in local workforce development planning.

Finance and Resources

12.1 The Board members shall contribute appropriate resources, in terms of finance, staff, goods, services and accommodation to ensure the Board can perform its duties.

12.2 The level of financial contributions for the next financial year shall be agreed within a budget setting meeting held before the end of January each year and shall reflect the demands of the annual business plan.

Annual Business Plan and Report

13.1 The Board shall produce, no later than the end of June each year, a Business Plan setting out its planned activities for the next financial year.

13.2 The Board shall also produce, no later than the end of June each year, a Report of its activities from the previous financial year.

13.3 The Board shall regularly review performance against the Annual Business Plan and shall agree any action that may be required in order to achieve the intended outcomes by the due dates.

13.4 The Annual Business Plan and the Annual Report shall be presented to the Rotherham Children Board by the Chair of the Board

13.5 The Board will also contribute to the single Children and Young People's Plan for Rotherham each year.

Comment and Complaints

14.1 The Board will receive complaints about the operation of the published procedures in line with the relevant section of those procedures.

14.2 Individual agencies will respond as appropriate to complaints about the conduct of individual staff involved in implementing the procedures.

Review of the Constitution

15.1 The Constitution will be reviewed at the last meeting of each financial year.

15.2 If significant changes are agreed to the constitution, a new version will be circulated to each agency for approval and signature by Chief Executives and Senior Managers of member organisations.

Signed.....
Rotherham Metropolitan Borough Council

Signed.....
South Yorkshire Police

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National Probation Service (South Yorkshire)

Signed.....
Rotherham Youth Offending Team

Signed.....
Rotherham Primary Care Trust

Signed.....
Rotherham Foundation Hospital Trust

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Doncaster and South Humber Health Care NHS Trust

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Strategic Health Authority

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The Connexions Service

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The Learning and Skills Council

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Rotherham Voluntary Sector Consortium

April 2006