Terms of Reference for the Multi-Agency Safeguarding Training and Workforce Development Sub-Committee
October 2018

Purpose:

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

(p. 11 section 16 Working Together to Safeguard Children 2018)

1.1 The key purpose of the Training and Workforce Sub-Committee is to oversee the WSCB training offer ensuring the provision of high quality multi-agency training programmes, which support professionals and volunteers working in local statutory, private, voluntary and independent sectors to safeguard and promote the welfare of children and young people.

1.2 The Sub-committee will review and evaluate the quality, scope and effectiveness of the WSCB multi-agency training offer to ensure objectives and competencies are demonstrated and evidenced as aligned with current local and national guidance and legislation.

1.3 The Sub-Committee will work to promote the involvement of service users and young people in the development, delivery and evaluation of the WSCB training offer.

1.4 The Sub-Committee will undertake the review the WSCB Training Strategy and following approval publish on the WSCB website.

Chairmanship and Membership:

2.1 The current chair is Liz Royle (Designated Nurse for Safeguarding Children). The Vice chair is Louise Jones, Head of Children Social Care Academy, Wandsworth Council Children Service.

2.2 Membership of the sub-committee:

- Children’s Social Care Services
- Education
- Health
- Early Years Services
- Wandsworth Police (CAIT and Borough Police)
- Voluntary Sector
- Adult and Community Services (including Housing)

2.3 The terms of references including chairmanship and membership of the group will be reviewed annually by the Sub – Committee.

**Governance:**

3.1 The Sub- committee will report to the WSCB with the chair presenting quarterly reports / updates.

3.2 The Sub - Committee will have a work plan which is reviewed annually.

3.3 Formal minutes will be available on request.

**Quoracy:**

4.1 The Sub- committee will keep a record of attendance at each meeting.

4.2 The meeting is quorate when three agencies are in attendance.

4.3 In the event of a meeting not being quorate the Chair will make a decision as whether to reconvene the meeting or proceed, mindful that decision making and approval of papers and reports is compromised by the absence of members.

**Meetings:**

5.1 The meetings will take place for 2 hours on a quarterly basis. The Sub-Committee members will commit to attending all meetings, and will delegate to their deputy when unable to attend.

**Administration:**

6.1 The administration of the Sub-Committee will be facilitated and supported WSCB Business Unit and the WSCB Multi-Agency Safeguarding Trainer.