WSCP Safeguarding and Continuous Learning (SCL) Terms of Reference (for annual review)

1. Introduction

The Safeguarding & Continuous Learning (SCL) sub-committee as part of the new arrangements.

2. Governance / Accountability

The SCL sub-committee is accountable to the Monitoring Quality &Performance sub-committee. The chair(s) will report on a bi-monthly basis to the MQ&P, chairs will also attend the WSCP Executive Committee quarterly and chairs report will be shared with WSCP Executive partners

3. Chairing

Joint chaired by the Head of Safeguarding Standards (CSC) and Head of Safeguarding, St Georges Hospital.
Chairing to be reviewed annually by the subcommittee. In the chair's absence other members of the committee will nominate a chair.

4. Quoracy

Meeting is quorate when three statutory agencies are in attendance. In the event of a meeting not being quorate the Chair will decide 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.

5. Membership

All relevant agencies must be represented by one member. Members must be of enough seniority to make decisions on behalf of their organisation. Each member has a responsibility to provide scrutiny and challenge individually and collectively as the SCL sub-committee must provide assurance to WSCP that it operates effectively.

Childrens Services	Head of Safeguarding Standards Service (Chair) Head of Children's Social Care Academy / Principal Social Worker Multi-Agency Safeguarding Training Lead for Children's Social Care Academy
Police	DI South West BCU Safeguarding Hub - MASH/CAIT Referrals/PCLO/CSE/ART
CLCH	Associate Director of Safeguarding CLCH NHS Trust CLCH Named Nurse for Safeguarding Children 0-19 years Team
Acute Health Service	Head of Safeguarding Adults & Children St Georges Hospital Named Nurse for Safeguarding Children – St Georges Hospital

Mental Health	Named Nurse Safeguarding Children SW London & St Georges Mental Health NHS Trust
CCG	Designated Doctor for Child Safeguarding SWLCCG Designated Nurse Safeguarding Children Wandsworth NHS SW London CCG Named GP for Children Safeguarding Wandsworth
Education	Safeguarding / Home Education / Vulnerable Pupils / MASH Education Head of School Participation and Performance
Housing	Housing Policy & Performance Officer
WSCP Partnership	WSCP Business Manager
Probation Services	Head of Service for Probation in Wandsworth
Public Health	Senior Public Health Lead

6. **Attendance / Frequency**

The SCL Subcommittee will meet at monthly intervals and may be recalled for an extraordinary meeting in the event of a serious incident or child death that may meet the criteria for a Child Safeguarding Practice Review (CSPR).
Additional meetings can be convened at the request of the chair.
The sub-committee members will commit to attending all meetings and will delegate to their deputy when unable to attend. Members of SCL are responsible for attending regularly. Any members who fail to attend regularly will be asked to identify a permanent substitute.

7. **Purpose/ Scope**

It is the role of the Safeguarding and Continuous Learning Subcommittee (SCL) to:
- ensure that incidents within Wandsworth which may require a CSPR, or the partnership would benefit from such a review being conducted, are properly identified and an appropriate recommendation is made to the safeguarding partners.
- ensure that the National Review Panel receives the correct notifications within the required timescales.
- ensure that there is a connection between practice and leaning with joined up working between this sub-committee and the Training & Workforce Development sub-committee

8. **Roles and Responsibility**

- To commission and oversee the work of the review panel and receive its report and recommendations.
- To commission other types of learning review or audit where it believes it is appropriate to do so with joined up working with T&WD sub-committee.
- Ensure that action plans are drawn up in response to CSPRs, learning reviews set out in Working Together (2018) and audits and progress is periodically reported to the MQ&P.
- Oversee the multi-agency audits into areas of concern raised through the analysis described or linked with one of the LSCP priorities, MQ&P, or through national and local learning.
- Implementation is monitored and it also has responsibility to report findings and activities to the WSCP Executive.
- Review learning from single agency audits

9. Process

The SCL will:
- Review performance and address any concerns.
- Evaluate performance against agreed outcomes and ensure changes are implemented where necessary
- Ensure full partnership contribution to the decision-making process
- The sub-committee will work to promote the involvement of families, communities, children, and young people in the development, delivery, and evaluation where necessary
- Respond to research findings, good practice learning, national policy, and legislative change to ensure practice remains pertinent.

If a subcommittee has identified work for another subcommittee actions to be taken:
- The chair will write to the chair of the intended subcommittee informing them of the reason for the work to be transferred and intended outcomes
- Receiving chair will confirm (in writing) whether work will be undertaken and if not, why not
- Disagreement around how work moves between sub-committees should be escalated to the chair of the MQ&P in the first instance and if unresolved the Executive for agreement

If a sub-committee identifies training for the Training & Workforce Development sub-committee
- Proposal of the training including link to the WSCP priority areas, including projected costs to be submitted to the T&WD for consideration
- Receiving chair will confirm (in writing) whether work will be undertaken and if not, why not
- Disagreement around how work moves between sub-committees should be escalated to the chair of the MQ&P in the first instance, and if unresolved, the Executive for agreement

10. Decision Making / Dispute Resolution

The Chair will be asked to mediate and negotiate a satisfactory solution, based on the best interest of children. If dispute remains unresolved then final decision will be reached by the Chair of the MQ&P sub-committee.

11. Escalation

See escalation guidance

12. Conflict of Interest

All panel members must declare at the start of the meeting any issue that may present as conflict of interest e.g., where bias may affect decision making, member representing and having scrutinising role for their own agency, lack of independence. In such situations the conflict will be recorded for the minutes and the panel /chair if not person in question will agree how to progress and mitigate against the conflict.

13. Voice of the child

Safeguarding children is everybody's priority and the voice of the child is centre to the work and therefore the executive and each sub-committee will get feedback on positive outcomes for children

14. Anti-racist / discriminatory practice

This is a standing item at MQ&P – sub-committees to bring issues/items as appropriate to meetings

15. Review

To be reviewed six monthly or more frequent as appropriate

16. Business Process

The business team is responsible for all aspects of administration to ensure smooth running of the partnership. Additional resources to be identified as necessary. Meetings will be recorded, and minutes of the meeting, agenda, and papers will be circulated to all members of the group following each meeting for consideration at the next meeting.
The multi-agency training lead is responsible for co-ordinating all training activity on behalf of the partnership

17. Expectation of members

Members are expected:

- To prepare for the meeting including reading papers in advance.
- To have copy of papers as distributed prior to the meeting.
- Send timely papers / reports to be included with the agenda
- To attend all meetings, where necessary to send apologies in advance and arrange an appropriate representative if they are unable to attend
- To ensure that any matters that need to be raised at the meeting have been raised with appropriate managers prior to the meeting
- Follow up actions arising from meetings to be addressed between meetings and in a timely way
- Keep up to date with relevant research, policy, and legislative changes
- Any reports / papers being brought to go through individual agencies governance process

Date Signed off: 24.11.2021
Date for review: Dec 2022
Chair: Ruth Lacey / Sam Page