

Redbridge Local Safeguarding Children Board (LSCB)

Induction Pack for Board and Sub-Group Members

2nd Edition - August 2017



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Section 1

Welcome from the LSCB Chair

Welcome to Redbridge LSCB and thank you for taking on a very important role. The Board is one of the key mechanisms for safeguarding all children in Redbridge. We share the responsibility for ensuring that efforts to keep children safe are effective and well-coordinated. There is a named person from each partner organisation to ensure continuity and consistency.



Safeguarding children is everyone's business and all partners across the different agencies in Redbridge work together to ensure that we provide the best possible integrated support services for children, young people and their families. It is part of our job to promote greater public awareness of the entitlement of every child to feel safe at home, at school and in the community.

Members of the Board should be able to speak for their organisation with authority, make decisions on behalf of their organisation on policy or practice, and commit resources from their organisation to support the work of the Board. They must also on occasions be able to hold their organisation to account. Members must attend Board meetings regularly and be willing to participate in any development or training sessions.

I do hope you find this Induction Pack useful in helping you to become familiar with what is a demanding, difficult and high profile agenda. I am confident that you will find the work of the Board stimulating, enjoyable and very worthwhile.

Thank you for joining the Board. I am sure we will benefit from your knowledge and experience. I look forward to meeting you.

Best wishes

A handwritten signature in dark ink, appearing to read 'John Goldup'.

John Goldup
Independent Chair
Local Safeguarding Children Board & Safeguarding Adults Board

Section 2

Introduction

This Induction Pack contains essential information on the Redbridge Local Safeguarding Children Board (LSCB) for new members. It also provides information about the Board's Sub Groups and general working arrangements and a [Partner Agency Agreement \(Appendix 1\)](#) which all members are required to sign.

Redbridge LSCB is a statutory body, independent of other structures and arrangements. Under part 2 of the [Children Act 2004](#), Redbridge LSCB has legal obligations to:

- Determine how the different agencies and professional groups should co-operate to protect children from abuse and neglect.
- Ensure the arrangements work effectively to achieve good outcomes for children within Redbridge.
- Ensure the effectiveness of arrangements made by agencies to safeguard and promote the welfare of children.

Redbridge LSCB is established in line with the guidance contained in [HM Government Working Together to Safeguard Children, 2015](#). The Board is co-ordinated by a Business Manager with the support of the LSCB Team which consists of a Quality Assurance Manager, Training Manager, Senior Admin Officer and Business Admin Apprentice. The Team are 'hosted' by the LB Redbridge at the Council's [Lynton House](#) offices in central Ilford.

This Induction Pack was originally developed by the LSCB Learning and Improvement Sub Group and is reviewed on a regular basis by the LSCB Business Manager. The date of the last review was August 2017.

Contact Information

The LSCB Team can be reached via:

- LSCB@redbridge.gov.uk
- [Contact Form](#)
- Tel: 020 870 85282/83289

For the latest information and updates, follow the Redbridge LSCB on Twitter [@RedbridgeLSCB](#), [Instagram](#) or view our [Facebook](#) page.



Section 3

Board Statement of Values and Intent

The Children Act 2004 requires every local authority to establish a Local Safeguarding Children Board, more commonly referred to as LSCB. The LSCB is the key statutory mechanism for ensuring co-operation across all agencies working with children and young people in the locality.

In November 2008, Redbridge LSCB held their first Development Day at which members felt that we should have a simple statement of what we are really about. The following was agreed:

"Every member of Redbridge LSCB believes that every child and young person has the right to feel safe, secure, loved and well cared. We believe that this is essential to enable children to develop healthily, to learn and achieve, to acquire self-confidence and to reach their full potential. This will help them to grow up into well-adjusted adults.

We are determined to secure this aim for every child and young person in Redbridge.

We can only do this when safeguarding truly is everyone in Redbridge's business."

Statement of Intent

- Redbridge LSCB will work towards keeping children and young people in Redbridge safe from harm. We will support staff, families and carers in achieving this aim.
- Redbridge LSCB will ensure relevant organisations in Redbridge co-operate to safeguard and promote the welfare of children.
- Redbridge LSCB will seek the views of children and young people in order for Redbridge to be a place where all children and young people feel safe and valued.

Section 4

Board Objectives and Functions

The core objectives of Redbridge LSCB as defined in the Children Act 2004 are:

- To coordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in the area of the London Borough of Redbridge.
- To ensure the effectiveness of what is done by each such person or body for that purpose.

These objectives will be achieved through the functions carried out by Redbridge LSCB which are as follows:

- Develop policies and procedures for safeguarding and promoting the welfare of children, including on:
 - (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 working 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 who work with children;
 - (v) safety and welfare of children who are privately fostered; and
 - (vi) cooperation with neighbouring children's services authorities.
- Communicate to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raise awareness of how this can best be done, and encourage them to do so.
- Participate in the planning of services for children in need in Redbridge.
- Undertake reviews of serious cases and advise the authority and their Board partners on lessons to be learned. A serious case is one where (a) abuse or neglect of a child is known or suspected; and (b) either (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.
- Collect and analyse information about child deaths with a view to identifying whether a serious case review is needed, any matters of concern affecting the safety and welfare of children in Redbridge, and any wider public health or safety concerns arising from a

particular death or pattern of deaths in Redbridge.

- Ensure that there is a co-ordinated response to unexpected child deaths.
- Monitor and evaluate the effectiveness of what is done to promote the welfare of children, and advise on ways to improve.
- Publish an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children.

In addition to the above functions, Redbridge LSCB may also engage in any activity that facilitates, or is conducive to, the achievement of its objective.

All the functions of Redbridge LSCB are designed to ensure effective local work is undertaken to safeguard and promote the welfare of children in Redbridge. This, in turn, contributes to the LSCB's overall aim of ensuring the well-being of children.

More detailed information about the role and responsibilities of the Board is detailed in the [LSCB Terms of Reference](#).

Section 5

Definition of Safeguarding and Promoting the Welfare of Children

Working Together to Safeguarding Children, 2015 – page 5 defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development; and
- Ensuring that children are grow up in circumstances consistent with the provision of safe and effective care: and
- Taking action to enable all children to have the best outcomes.

The safeguarding responsibilities of Redbridge LSCB will include work to safeguard and promote the welfare of groups of children who are potentially more vulnerable than the general population:

- Children who are suffering or are likely to suffer significant harm as a result of abuse or neglect within families, including in the context of domestic violence
- Children who are privately fostered
- Children with disabilities
- Children in care
- Children who run away from their families or placement

Those whose health/well-being may be impaired due to:

- Misuse of drugs and alcohol (by themselves or by their parents)
- Children abused by adults known to them and strangers outside the family home
- Children abused by other young people
- Early sexual activity with the accompanying risks of becoming a teenage parent or of contracting sexually transmitted infections (STIs)
- Children who are being or at risk of being sexually exploited
- Children who are at risk or are being radicalised and drawn into extremist behaviour
- Forced Marriage
- Female Genital Mutilation (FGM)
- Young victims of crime
- Bullying
- Mental health problems (including self-harming)
- Factors such as obesity, cigarette smoking or poor take up of immunisation
- Injury or death as a result of traffic accidents or house fires etc.
- Gambling

Those who are disadvantaged due to social or economic circumstances such as:

- Children from minority groups.
- Children living in deprived communities.

The scope of Redbridge LSCB in relation to its wider safeguarding responsibilities is to:

- Safeguard children by a commitment to early intervention and prevention.
- Ensure that planning and commissioning strategies reflect the need to safeguard children.
- Ensure that there are co-ordinating, monitoring and performance management arrangements in place to determine how well social services work together to safeguard and promote the welfare of children.
- Review of child deaths and collection of data, to obtain learnings and raise awareness about actions that can prevent future deaths.

Section 6

Board Structure and Membership

Redbridge LSCB consists of a Strategic Board, an Executive Group and Sub-Groups, one of which, the [Child Death Overview Panel \(CDOP\)](#), is a statutory body, which came into effect on 1 April 2008 under the Children's Act 2004. The Sub-Groups are accountable to the Independent Chair of the Strategic Board, who is in turn accountable to the [Redbridge Council's Chief Executive](#).

The Board, the Executive and Sub-Groups each have their own Terms of Reference which detail their particular remit and can all be viewed on the [LSCB website](#), along with the LSCB Structure Chart.

Membership Criteria

Membership of Redbridge LSCB reflects the requirements of the Children Act 2004 and guidance contained in [Working Together to Safeguard Children, 2015](#). This guidance states that 'members should be individuals with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation'.

Members should be able to:

- Speak for their organisation with authority.
- Commit their organisation on policy and practice matters.
- Hold their organisation to account.
- Influence the development of their agency's practices.
- Ensure that child protection and safeguarding services within those agencies are adequately resourced.
- Contribute to the development of robust and effective monitoring and performance functions.

Please see [Appendix 2](#) for the Job Description of Partner Members.

The Apprenticeships, Skills, Children and Learning Act 2009 provided for the appointment of two representatives from the community to sit on Local Safeguarding Children Boards. Redbridge LSCB has appointed three lay members to undertake this role. Working Together 2015 outlines the role of Lay Members which should in particular relate to:

- Supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the LSCB's child protection work in the wider community.
- Challenging the LSCB on the accessibility by the public and children and young people to its plans and procedures.
- Helping to make links between the LSCB and community groups.

Please refer to the [Lay Members Induction Pack](#) for further details of the role of Lay Members.

Responsibilities of Members

Individual members of the LSCB have a duty as members to contribute to the effective work of the LSCB. Members of Redbridge LSCB and its sub-groups are required to abide by a Partner Agency Agreement (see [Appendix 1](#)) which outlines the roles and responsibilities of members. Lay members should operate as full members of the LSCB, participating on the Board itself and on relevant Working Groups, Sub Groups etc.

Directors of Children's Services and [Lead Members for Children's Services](#) have central and complementary roles. Lead Members for Children's Services have delegated responsibility from the Council for children, local young people and families and are politically accountable for ensuring that the local authority fulfils its legal responsibilities for safeguarding and promoting the welfare of children and young people. The Lead Member should provide the political leadership needed for the effective co-ordination of work with other relevant agencies with safeguarding responsibilities (such as the police and the health service). Lead Members should also take steps to assure themselves that effective quality assurance systems for safeguarding are in place and functioning effectively.

The Lead Member should be a 'participating observer' of the LSCB. This entails routinely attending meetings as an observer and receiving all its written reports. Lead Members should engage in discussions, ask questions and seek clarity, but not be part of the decision making process. This will enable the Lead Member to challenge, when necessary, from a well-informed position.

The LSCB Independent Chair will be held to account for the effective working of the LSCB by Redbridge Chief Executive and challenged where appropriate by their Lead Member.

Meetings

Redbridge LSCB meets four times per annum. The LSCB Executive also meets four times per year. LSCB Sub-Groups meet on a quarterly or bi-monthly basis.

Attendance at LSCB Board and Sub-Group meetings is reported to the Board. In the event of persistent non-attendance, the Independent Chair of Redbridge LSCB will write to the Senior Manager within the organisation concerned to bring this to their attention. All partner agencies should ensure that there is a representative from their respective agency at all meetings of the LSCB Board or the Sub-Groups. There should be a minimum of three different partner agencies present.

In the event of a member no longer representing their agency, reasonable notice should be given to the Chair of the relevant Sub-Group. A replacement representative to be agreed or details of who to contact regarding a replacement should be provided to the Chair of the Sub-Group.

Confidentiality

All agendas, minutes and other documentation and all proceedings of the Board, the Executive and Sub-Groups shall be treated as confidential. These can only be shared with the agreement of the Independent Chair of the LSCB. Please refer to the [LSCB website](#) and to the [Partner Agency Agreement](#) for more information on confidentiality. All members of the Board and Sub Groups are required to view the [LSCB Data Protection presentation](#).

The Role of the Independent Chair

Redbridge LSCB has an Independent Chair, supported by a Vice Chair, who will ensure that the Board operates effectively and secures an independent voice for the LSCB. He or she should have sufficient standing and expertise to command the respect and support of partners and act as a driving force for better safeguarding of children in Redbridge.

The Chair should act objectively and distinguish their role as LSCB Chair from any other day-to-day role.

Full details of the role of the Chair are detailed in the [LSCB Independent Chair Job Description and Person Specification](#).

Section 7

Sub-Groups

In order to assist the Board with discharging its wider responsibilities, the following Sub-Groups have been created:

- Child Death Overview Panel (CDoP)
- Learning and Improvement
- Training
- Multi-Agency Audit Working Group (MAAWG) – which reports into the Learning & Improvement Sub Group
- Youth Forum

Each Sub-Group is comprised of multi-agency membership and is chaired by persons at senior management level within their agency. Each Sub-Group has a working mandate which is set out within their respective Terms of Reference which are available to view on the [LSCB website](#).

All members should ensure there is a representative from their agency at all sub-group meetings. For a Sub-Group meeting to be quorate there should be at least three different partner agencies represented. The positions of Chair and Vice-Chair will be reviewed as appropriate with new nominations sought.

Role and Function of Sub-groups

Child Death Overview Panel (CDOP):

This [Panel](#) provides a forum that allows for a professional multi-agency examination of all child deaths (except stillbirths) in Redbridge. It collates statistical information so that local patterns can be identified and thus, in turn, inform local strategic planning of services to improve the safety of children and young people.

Learning and Improvement Sub Group:

This Sub-Group assists the LSCB to monitor and evaluate the effectiveness of what is done by Board partners individually and collectively to safeguard and promote the welfare of children and young people in Redbridge. It also assists the LSCB to monitor and evaluate the performance of multi-agency working in relation to the objectives and statutory duties of the LSCB and provides a forum where local safeguarding issues about specific cases can be discussed and resolved.

Training Sub Group:

This Sub-Group is responsible for overseeing the management, planning, design and delivery of the LSCB annual multi-agency Training programme for all staff who work with children and young people. It helps to assist individuals to achieve better outcomes for children. In addition, it covers the development of learning and provision of briefings relating to the findings from Serious Case Reviews (SCRs).

Multi-Agency Audit Working Group (MAAWG):

This Working Group has been formed with the purpose of completing themed multi-agency audits that are designed to provide information and learning regarding multi-agency working practice in the safeguarding of children in the Borough. The Working Group is responsible for taking forward the annual Multi-Agency Audit Programme and reports into the Learning & Improvement Sub-Group.

Youth Forum:

This group include any young people between the ages of 11 to 19. The group is responsible for raising the safeguarding issues concerning young people, from a young people perspective with the LSCB Board to ensure that members are better informed of the children and young people wishes, feelings and views. This Group will also provide feedback to LSCB enabling the comments and contributions from young people to be incorporated into the [LSCB Business Plan](#).

Section 8

Accountability and Relationships

Redbridge LSCB is responsible for co-ordinating and ensuring the effectiveness of work undertaken by local agencies to safeguard and promote the welfare of children but it is not accountable for their operational work.

Each agency retains their own existing lines of accountability for their services. Redbridge LSCB does not have the power to direct other organisations. However, it will bring concerns to the attention of the agency concerned and the Board, as part of its challenge role.

The Independent Chair of the LSCB is accountable to Redbridge Council Chief Executive.

Redbridge LSCB has a separate identity and will not be subordinated or subsumed within other strategic bodies. The LSCB will strive to develop useful relationships with other strategic bodies including the Redbridge Children's Trust Partnership Board, Community Safety Partnership Board, and Health and Wellbeing Board, as well as agencies representing the Independent, the Voluntary and Private Sectors.

The responsibilities of the LSCB are complementary to those of the Children's Services to promote co-operation to improve the wellbeing of children in the local area.

There must be a clear distinction between the roles and responsibilities of the LSCB and the Children's Trust Board. There should be agreed local protocols between the LSCB and the Children's Trust Board in place to ensure that the LSCB is able to challenge and scrutinise effectively the work of the Children's Trust Board and partners.

The LSCB is formally consulted during the development of the [Children and Young People's Plan \(CYPP\)](#).

Through the LSCB annual report the LSCB will provide a comprehensive analysis of safeguarding in the local area. The report should challenge the work of the Children's Trust Partnership Board and its partners to ensure that necessary overarching structures, processes and culture are put in place to ensure that children are fully safeguarded.

A structure chart indicating the position of the LSCB in relation to other Board's and Partnerships in Redbridge can be viewed on the [LSCB website](#), along with the [LB Redbridge Inter-Board Governance Protocol](#).

Section 9

Funding

To ensure effective functioning of the LSCB, adequate and reliable resources will be required from all partner agencies i.e. monetary contributions and/or provision of staff, goods, services, accommodation to assist with the functioning of the LSCB and its Sub-Groups.

Agency contributions will be reviewed and requested on an annual basis. The LSCB financial year runs from 1 April to 31 March.

The LSCB finances are audited by the London Borough of Redbridge Internal Audit who will provide a written report on their findings and may make recommendations.

Information on the LSCB budget is reported in the [Annual Report](#) which is published on the LSCB website.

Partner Agency Agreement

I agree to participate in accordance with Redbridge LSCB Terms of Reference and as a member by:

- Attending all LSCB and sub-group meetings where appropriate or delegating to an appropriate colleague in my absence.
- Reading all papers prior to meetings and consulting with appropriate personnel within the agency I represent.
- Being available for consultation between meetings in support of the Board.
- Declaring any interest in a particular topic or issue before a meeting to the Chair.
- Disseminating and communicating LSCB reports, policies, procedures, training and decisions where appropriate within the agency I represent.
- Supporting and participating in the work of the LSCB by assisting the Chair and the LSCB Business Manager and bringing key issues to the attention of the Board.
- Supporting the work of the LSCB by identifying people within my agency to join the Sub-Groups or to undertake any necessary research or investigations.
- Contributing to the development and implementation of the LSCB Business Plan and LSCB Annual Report.
- Ensuring that the duty to co-operate is understood and acted upon in the agency I represent.
- Ensuring the safeguarding and promoting of the welfare of children is firmly embedded within the agency I represent thus improving outcomes for children.
- Ensuring that there is adequate knowledge, skills base, resources and accessible training in relation to safeguarding children for staff within the agency I represent.
- Contributing to the development of robust and effective monitoring and performance functions and open the respective organisational practice to scrutiny.
- Challenging and questioning the practice of members and/or the agency I represent for the improvement of safeguarding.
- Co-operating with the Serious Case Reviews (SCRs) and Child Death Reviews process and ensure appropriate action is taken within my agency to complete work in a timely manner and to the standard required.
- Taking any additional actions arising from SCRs deemed necessary to improve standards of child protection services within my agency and between agencies. Action of this nature should not necessarily await completion of the review process.
- Ensuring the agency I represent makes appropriate contribution to the resourcing of the LSCB.
- Respecting confidentiality of sensitive information provided by the constituent agencies of the LSCB.

Agency Represented:

Signed: Name:

Date: / / Role:

APPENDIX 2

Partner Member Job Description

Job Title	Local Safeguarding Children Board (LSCB) & Sub-Group Partner Member
Purpose of Job	
To participate in multi-agency working to ensure that the LSCB is able to carry out its statutory duties as set out in the Children Act 2004 in respect of safeguarding and promoting the welfare of children in the Redbridge area.	
<ol style="list-style-type: none"> 1. Attend all LSCB and sub-group meetings where appropriate or delegate to an appropriate colleague in any absence. 2. Read all papers prior to the meetings and consult with appropriate personnel within the respective agency where appropriate. 3. Declare any interest in a particular topic or issue, preferably before a meeting, to the Chair. 4. Disseminate and communicate LSCB reports, policies, procedures, training and decisions as appropriate within the agency. 5. Support and participate in the work of the LSCB by assisting the Independent Chair and the LSCB Business Manager where appropriate and bringing key strategic issues to the attention of the Board. 6. To contribute to the development and implementation of the LSCB Business Plan and LSCB Annual Report. 7. Ensure that the duty to co-operate is understood and acted upon within the individual agency. 8. Ensure the safeguarding and promoting of the welfare of children and young people is firmly embedded within the agency thus improving outcomes for children and young people. 9. Ensure that staff within respective agencies have adequate knowledge and skills and there is the provision for appropriate training. 10. Contribute to the development of robust and effective monitoring and performance functions, and open the respective organisational practice to scrutiny. 11. Challenge and question the practice of members and/or agency represented for the improvement of safeguarding. 12. Ensure the agency represented makes appropriate contribution to the resourcing of the LSCB. 13. To respect confidentiality of sensitive information provided by the constituent agencies of the LSCB. 	



Redbridge LSCB
Tel: 020 8708 5282/3289
Website: www.redbridgelscb.org.uk
E-mail: LSCB@redbridge.gov.uk
Twitter: @RedbridgeLSCB
Instagram: @RedbridgeLSCB