



Proposed Terms of Reference for the Southampton Children and Adults Safeguarding Partnership (SCASP), including Safe City Partnership

Safeguarding Partnership Executive Group

The Executive Group undertakes the overall statutory safeguarding responsibility and strategic function and oversees the Southampton Children and Adults Safeguarding Partnership and the Community Safety Partnership. It is the key decision making body of the Multi-Agency Safeguarding Arrangements (MASAs). The group will provide leadership to promote a culture of learning and will also ensure that other local area leaders promote these arrangements.

The Executive Group will:

- Provide strategic leadership for all who work together to safeguard children, adults and communities
- To set the City priorities and ensure partnership collaboration to address these through system leadership
- Set, agree and review the plan for the new arrangements
- Identify priorities and themes for scrutiny
- Ensure that the 'relevant agencies / partners' are able to meet their obligations
- Provide the resources required to ensure that objectives are met – proposals for funding and resources will be submitted
- Commission appropriately experienced and high quality independent scrutineer capacity
- Be responsible for everyone knowing how arrangements work
- Facilitate resolution of escalated professional disagreement
- Ensure that the voices of adults and children are given equal priority

The executive group will have fixed membership of the three core partners to reflect their decision making responsibilities. There will be flexibility to include other relevant agencies when appropriate. The Partnership manager will also attend.

Chair: Chief Executive of the Council

Membership: police, health and social care titles (adult and children) and safe city partnership

Quoracy:

Meeting frequency: 6 times a year

Sub Groups

The sub groups act on behalf of the safeguarding partners to assist them to fulfil their responsibilities under the [Care Act 2014 \(legislation.gov.uk\)](#) [Children Act 2004 \(legislation.gov.uk\)](#) [Children and Social Work Act 2017 \(legislation.gov.uk\)](#) and [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](#)

The safeguarding partners will appoint group chairs who will support the work of the groups and report on plans and progress achieved

Regular updates will be provided to the safeguarding partners via executive group meetings and the Partnership Manager / Scrutineer updates

A quorum is represented by a representative from the three safeguarding partner organisations ie. Southampton City Council, Integrated Care Board and the Hampshire and IoW Constabulary

Members who are unable to attend will ensure they have a representative to attend on their behalf

The individual groups determine the frequency they need to meet to progress their work

Adult and Children Systems Board

The Systems Board will consider activity within the SCASP for that period and any national, regional or local activities that may impact on the SCASP. The group will collectively identify areas of celebration, areas of concern and future focused areas for the following period. This group will also have an evaluation and development function to review and analyse the value of the partnership. Membership consists of chairs of subgroups and other key partners.

The Systems Board will:

- Have oversight of subgroup / group work plans
- Agree highlight messages from SCASP activity for that period
- Plan towards and drive progress of the SCASP business plan
- Provide assurances to the executive group
- Contribute to the evaluation and ongoing development of the SCASP
- Share responsibility to identify / propose solutions to challenges
- Escalate concerns
- Incorporate strategic oversight and scrutiny of the Family Safeguarding Model twice a year

Chair: Independent Scrutineer / DSP

Membership: To be ascertained – chairs of subgroups and key partners

Meeting frequency:

Partnership Review Group

The PRG will ensure SCASP comply with statutory requirements for SARS, Rapid Reviews, CSPRs and DARDS for children and adults.

Key Responsibilities:

- Ensure cases are reviewed in line with statutory requirements as set out in [Care Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk) and [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) and [DHR-Statutory-Guidance-161206.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) (awaiting update following consultation)
- Develop a triage system with the three statutory partners when a referral is received prior to the discussion at PRG
- If a statutory review is agreed, set the terms of reference and methodology
- Consider the draft report and recommendations and agree any suggested amendments
- Share recommendations with the executive group, National CSPR Panel, DfE, Ofsted and the Home Office (DARDS)
- Oversee and monitor recommendations and action plans and seek endorsement from systems board and executive group
- Consider cases in which there may have been missed opportunities or potential learning, including examples of good practice. Escalate cases to executive group if it is felt a learning review should be undertaken
- Ensure findings from all reviews are shared with the Learning and Development Group and Practice Improvement Group (QA) to consider the implications for training and procedure and ensure assurance activity, including data analysis and audits

Chair:

Membership:

Meeting Frequency: Monthly, with Rapid Reviews convened and as when required to meet statutory timeframes.

Quoracy: inc designates (ICB)

A Rapid Review meeting will be convened following notification of Serious Incident Notification (as set out in LCSPR Framework). All relevant agencies who have (or had) involvement with the subject child or family will be required to contribute to the Rapid Review and attend the meeting.

The Rapid Review Meeting record will be completed and agreed at the meeting. The outcomes/recommendations will be shared with (and agreement sought from) statutory safeguarding partners and the independent scrutineer, before being sent to the national Child Safeguarding Practice Review Panel, for consideration (as set out in Chapter 4: WT2018).

Learning and Development Group

The purpose of the L&D group is to promote and co-ordinate multi-agency development and learning, through the sharing of good multi-agency practice from a range of sources. The L&D Group is a joint subgroup.

Key Responsibilities:

- Network with all SCASP subgroups as part of the planning and implementation of a development and learning strategy
- Identify lessons learned from national, regional and local reviews, or significant cases, research papers or updated guidance
- Identify learning needs, develop and maintain a shared multi-agency training offer that incorporates the national, regional and local learning
- Support the embedding of a learning loop from safeguarding reviews and partnership activities
- Analyse and evidence the impact of the learning and development strategy
- Benchmarking practice and learning against national and regional trends

Chair:

Membership:

Meeting Frequency: Quarterly

Practice and Performance Improvement Group (QA)

The purpose of the Practice Improvement Group is to establish, co-ordinate, implement and monitor performance on a single and multi-agency basis, regarding children and adults, in line with the scope of the partnership. This will enable the partnership to understand the available data and findings of audit activity and how best it can be used.

Practice and Performance Improvement Group (QA)

- To quality assure operational effectiveness of safeguarding policies and procedures through quality of practice activities
- Provide a focus on selected themes or priorities to explore, where a multi-agency response is most needed
- Make suggestions and recommendations to improve multi-agency working within and across partnerships
- Identify local multi-agency practice strengths and areas of celebration, aligned to the priorities
- Benchmarking data, performance and practice against national and regional trends to agree recommendations for improvement across the partnerships
- Leading on multi-agency audits of practice – this will include setting an audit programme, undertaking the audits and monitoring the impact of findings
- Oversight of single agency audits
- Oversight of external inspections – including the dissemination of learning across the partnership and monitoring any action plans / improvement plans on behalf of the SCASP
- Establish the performance information to assist in setting and reviewing the partnership priorities
- Seek assurance each agency is monitoring and evaluating their performance to report into the subgroup

Chair:

Membership:

Meeting Frequency: Quarterly

Prioritising the voice and lived experience of children, young people, adults and families to inform safeguarding performance and practice improvements

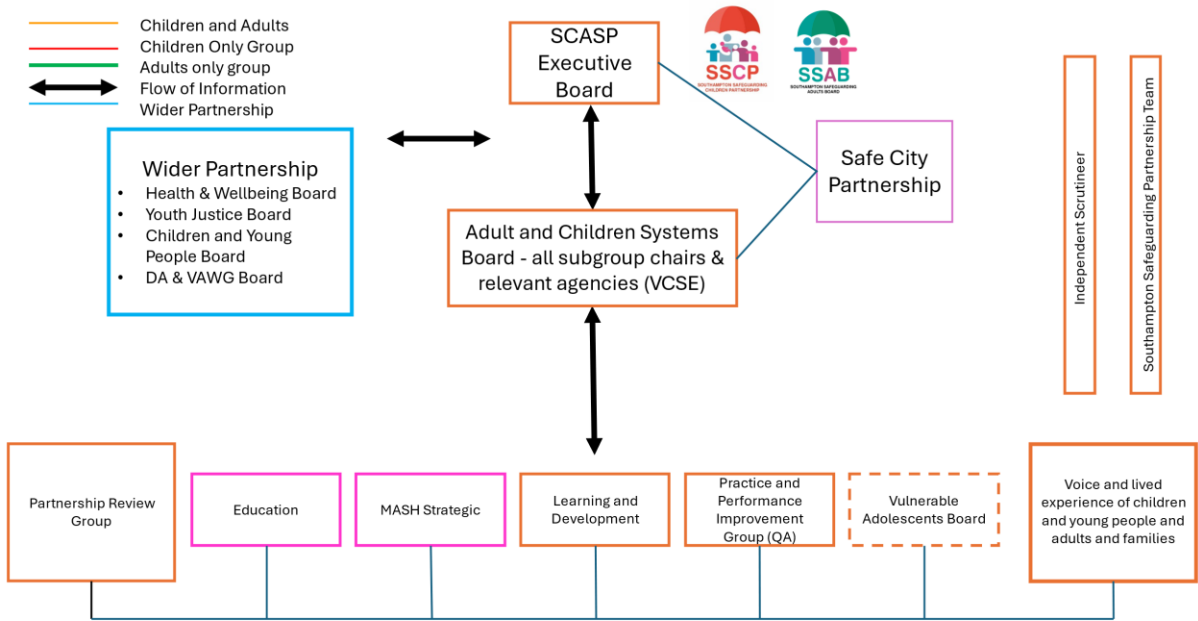
It is essential that safeguarding practice is informed in a meaningful way by those who are in need of support and protection. The SCASP will ensure that the work of the subgroups, Systems Board and the Executive is informed by the active participation of those with lived experience. This will be undertaken through involvement in review activity, improvement work, co-design and ultimately co-production. The development of relationships and integration of community and faith groups will be prioritised to ensure the diversity of the residents of Southampton is understood and included.

Relationships with the wider region – Portsmouth, Hampshire and Isle of Wight

It is important to maintain links where there are cross cutting issues and opportunities for shared activity across the wider region, whilst ensuring that the specific demographics relating to Southampton are prioritised by the SCASP.

Task and Finish Groups – as and when required

Task and finish groups provide the opportunity to work on a specific area of work related to the strategic priorities or an area of activity where we already know that some improvement is required. Each group will develop clear aims and objectives and will formulate an action plan for improvement. Progress is monitored quarterly by the Safeguarding Partners through the Business Groups and reported on by the group lead.



Rebecca Holdsworth 8th August 2024