

# Children & Young People's Exploitation Sub Group

## Terms of Reference

### 1 Purpose

The Children & Young People's Exploitation Sub Group is a multi-agency forum which aims to:

- Support the strategic development of an effective and coordinated multi-agency response to all forms of children & young people's exploitation (including actual or likely significant harm due to child sexual exploitation, criminal exploitation ('county lines'), modern slavery, trafficking, radicalisation, as a result of being lesbian, gay, bi-sexual and transgender (LGBT) and in respect of being a missing child/young person)
- Provide assurance about the way agencies are working individually and collectively to safeguard and support children & young people at risk of exploitation
- Oversee and monitor the delivery of any multi-agency action plans and recommendations designed to safeguard and protect children, including children and young people with disabilities, who are at risk of harm as a result of exploitation.

### 2 Functions

The Exploitation Sub-Group is responsible for:

- Developing and implementing an annual work plan and associated communication strategy
- Providing an exploitation data performance scorecard
- Developing and updating a county exploitation profile
- Contributing to the BCSB annual report
- Working in conjunction with the BSCB Performance & Quality Assurance Sub-Group to commission and/or undertake relevant audits and reviews and scrutinise the delivery of relevant action plans and recommendations
- Working with the BSCB Policies and Procedures Sub Group to review and refresh relevant policies, procedures and guidance documents
- Keeping abreast of national research and developments to advise and inform the BSCB accordingly
- Supporting collaboration with the Safeguarding Adults Board, Safer Stronger Bucks Partnership Board and the Health & Wellbeing Board

### 3 Governance

The Exploitation Sub Group is part of the Buckinghamshire Safeguarding Children Board (BSCB). The Sub Group reports into the BSCB which will report to the Safer Stronger Partnership Board and Health & Wellbeing Board as necessary and appropriate.

## 4 Membership

Members of the Exploitation Sub Group are representatives of their organisation, forum or agency. Current membership is listed below:

- BCSB
- Parent / Family representative
- Children's Social Care, BCC
- Early Help, BCC
- Youth Service, BCC
- Youth Offending Service, BCC
- Education Safeguarding Advisory Service, BCC
- Community Safety, BCC
- Communications, BCC
- Buckinghamshire Safeguarding Adults Board
- Thames Valley Police
- National Probation Service
- Buckinghamshire CCG
- Buckinghamshire Healthcare NHS Trust
- Oxford Health NHS Foundation Trust
- Public Health
- Barnardo's (RU Safe?)
- Aylesbury Vale District Council
- Chiltern and South Bucks District Councils
- Wycombe District Council

A chair and vice chair should be elected from within the Sub Group membership.

## 5 Operational Arrangements

The Sub Group will work to an agenda which the Chair will co-ordinate and distribute at least five working days prior to the meeting.

Recommendations will, wherever possible, be made by consensus.

Any member with a conflict of interest or who seeks to benefit as an individual, group or organisation (financially or any other individual benefit) in an agenda item must declare their vested interest and leave the meeting for that item and take no part in the discussion, agreement or recommendations.

**Frequency of meetings:** The Sub Group will meet on a quarterly basis. Task and Finish Groups may be established as required to take work forward in between meetings.

**Quorum:** The Sub Group will be quorate if the Chair or Vice Chair and 4 other members are present.

**Terms of Reference:** The Terms of Reference will be reviewed on an annual basis. Date of next review due May 2019.

## **6 Support from the BSCB Admin Team**

The BSCB Admin Team will provide the following support:

- a) Agree the agenda with the Chair two weeks before each meeting.
- b) Send out the agenda and supporting papers at least one week in advance of each meeting.
- c) Maintain an up to date list of members and their contact details.
- d) Take minutes and circulate these within two weeks of each meeting.
- e) Organise and provide administrative support for any task and finish groups commissioned.
- f) Support with other administrative tasks relating directly to the activity set out in the Sub Group work plan.
- g) Follow up any outstanding actions.