



E-Safety Sub Group

Terms of Reference – June 2016

1 Purpose

To ensure there is a coordinated partnership approach to e-safety.

2 Functions

- To help ensure parents, carers, professionals, children and young people have access to high quality information and advice on e-safety
- To take a lead role in evaluating and raising awareness of training and education programmes (including linking with CEOP and other leading agencies) and promoting these through the LSCB.
- To carry out horizon scanning activity in order to inform a robust and responsive approach to policy development.
- To devise and lead on an overarching e-safety strategy which can be used as the basis for e- safety strategies by other agencies.
- Signpost agencies to good examples of policies, procedures and strategies related to e-safety.
- Challenge agencies in respect of their practice around e-safety.
- To work within the Learning and Improvement Framework of the BSCB; to inform and enhance front line practice.
- To ensure that, where appropriate, the views of children, young people, parents and professionals inform the work of the Sub Group.
- To provide regular reports to the Board on the work of the Sub Group, and ensure that areas of risk or concern are escalated to the Board.
- To agree an annual work plan with the Board as part of the business planning process.
- To provide an annual report on the work of the Sub Group.
- To ensure that the activity of the Sub Group is carried out with due regard to issues relating to equality and diversity.

3 Membership

Representatives are drawn from across partner agencies. Current membership comprises of:

- Action for Children
- Action 4 Youth
- Amersham & Wycombe College
- Barnardo's
- Booker Hill School
- BSCB
- Buckinghamshire County Council (Youth Service)
- Buckinghamshire County Council (Children's Social Care & Learning)
- Faith Associates
- PACEY (Professional Association for Childcare and Early Years)
- Thames Valley Police
- Youth Offending Service

A chair and vice chair should be elected from within the Sub Group membership. These roles will be reviewed on an annual basis.

4 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 bi-monthly.

Quorum: The Sub Group will be quorate if either the Chair or the Vice Chair and 3 other members are present.

Terms of Reference: The Terms of Reference will be reviewed on an annual basis. Date of next review: June 2017.

5 Support from the BSCB Admin Team

The BSCB Admin Team will provide the following support:

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