



SAFER EMPLOYMENT SUB GROUP TERMS OF REFERENCE (revised June 2017)

1 Purpose

This is a multi-agency group whose purpose is to support best practice and seek assurance that:

- Appropriate recruitment, selection, vetting or checking, training, monitoring and supervision arrangements are in place for people working with children and young people, on either a paid or voluntary basis
- Safeguarding allegations against members of staff or volunteers are thoroughly and proportionately investigated and that all appropriate lessons are learned

2 Specifically

1. Identify best practice guidance and other tools that can be used across the partnership to support safer recruitment and employment practices.
2. Review national and local learning, changes to legislation or guidance in order to identify and progress any implications for Buckinghamshire.
3. Identify areas of risk and, where necessary, make recommendations to the Buckinghamshire Safeguarding Children Board (BSCB), or other bodies, for improvement.
4. Commission time limited task and finish groups to undertake bespoke areas of work and ensure that these are supported by the appropriate professionals from the partnership. If appropriate this may include colleagues working with adults where joint working may prove beneficial.
5. Ensure there is clear and robust guidance in place around safe working practice and the management of allegations against staff or volunteers and that all partners are clear about their role in relation to this.
6. Based on reporting by the LADO, monitor, evaluate and identify any necessary actions arising from patterns or specific issues in relation to allegations against staff and volunteers.
7. Seek to ensure that procedures and activities are relevant to, and accessible by, all communities and cultures across Buckinghamshire.

8. Work within the Learning and Improvement Framework of the BSCB; to inform and enhance front line practice.
9. Where appropriate, make relevant links with other BSCB Sub Groups to ensure effective and coordinated working.
10. 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.
11. Agree an annual work plan with the Board as part of the business planning process.
12. Provide an annual report on the work of the Sub Group.

3 Membership and Accountability

Membership shall be kept under review to ensure the best and most efficient use of specialist resources. Membership will be drawn from representatives from agencies across Buckinghamshire including (but not limited to) Buckinghamshire County Council, Buckinghamshire Healthcare NHS Trust, Thames Valley Police, Oxford Health NHS Foundation Trust, agencies from the voluntary sector.

Specific 'task and finish' groups will be commissioned by the Sub Group as required in order to ensure that the right people are engaged for any task and to make the best use of time for all those involved in Sub Group activity. If appropriate, such task and finish groups may include colleagues working with adults where joint working may prove beneficial.

Members of the Sub Group are expected to contribute towards completion of the work plan and take an active role in task and finish activities.

All members will be representing their own organisation/speciality and are expected to cascade relevant information within their respective organisations. If they are unable to attend, members should try and arrange a substitute and ensure they are fully briefed.

Should a member not attend for more than two meetings in a row, or become unable to contribute to the work plan, then they must notify their agency's Board representative and the Sub Group's chair.

A chair and vice chair should be elected from within the Sub Group membership. These roles will be reviewed on an annual basis. The chair and vice chair should be from different organisations to support effective multi-agency working.

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 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: June 2018.

5 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 5 working days 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.