



Version & Document Title	V7.Welcome Pack
Review date:	29.10.15 - Completed

“Working Together to keep Children & Young
People safe in Luton”

Welcome Pack

For LSCB Members

CONTENTS

Luton Safeguarding Children Board (LSCB)	2
Foreword by Frances Pearson, Independent Chair LSCB.....	3
What are the functions of the LSCB.....	4
Where does Working Together 2013 & 2015 fit in	4
LSCB Funding	4
Safeguarding	5
What is Safeguarding?.....	5
How Does LSCB Safeguard Luton’s Children?.....	5
What is the statutory framework relevant to safeguarding and . promoting the welfare of children.....	6
Safeguarding Terms.....	6
Working Together	7
Why Work Together?.....	7
Multi-agency Safeguarding Procedures.....	8
LSCB Training.....	8
LSCB Web Site.....	8
Membership & Meetings	9
LSCB Membership List.....	9
LSCB Meetings (including agenda & papers).....	9
LSCB Member roles and responsibilities.....	9
Responsibilities:.....	10
Structure	12
LSCB Sub-groups.....	12
LSCB Governance & accountability arrangements with local partnership.....	15
Members’ Checklist	16
Key Contacts for LSCB	17
LSCB Membership Agreement.....	18

Foreword by Frances Pearson, Independent Chair LSCB

Hello and welcome to the Luton Safeguarding Children Board. I hope you will find this Welcome Pack a useful resource in understanding the purpose of the Luton Safeguarding Children Board and your responsibilities as a member of it.

The statutory objectives and functions of Local Safeguarding Children Boards (LSCBs) are established in statute under Section 14 of the Children Act 2004.

Section 14 sets out the objectives as follows:

- a) 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; and
- b) To ensure the effectiveness of what is done by such person or body for those purposes.

The work of the LSCB, set out in its annual Business Plan and audit programme should;

- c) Assess the effectiveness of the help being provided to children and families, including early help;
- d) Assess whether LSCB partners are fulfilling their statutory obligations as detailed in the Working Together 2013 & 2015 Guidance
- e) Quality assure practice, including through joint auditing of case files involving practitioners and identifying lessons to be learned; and
- f) Monitor and evaluate the effectiveness of training, including multi agency training, to safeguard and promote the welfare of children.

We are a vibrant body with excellent representation and outstanding commitment from our partner agencies across the statutory and voluntary sectors. We seek to work with parents, carers and young people themselves as well as the wider public and do as much as we can, within the resources available to us. You are joining us of course at a particularly interesting and challenging time as we implement the revised Working Together 2013/15 Guidance.

I look forward to working with you



Frances Pearson
Independent Chair - Luton Safeguarding Children Board

What are the functions of the Luton Safeguarding Children Board (LSCB)?

1. To develop policies and procedures for safeguarding and promoting the welfare of children in Luton, in relation to:
 - The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - Training of persons who work with children or in services affecting the safety and welfare of children;
 - Recruitment and supervision of persons who work with children;
 - Investigation of allegations concerning persons who work with children;
 - Safety and welfare of children who are privately fostered;
 - Cooperation with neighbouring children's services authorities and their Board partners.
2. Communicating to persons and bodies in Luton, the need to safeguard and promote the welfare of children, raising their awareness of how this can be best done and encouraging them to do so
3. Monitoring and evaluating the effectiveness of what is done by Luton Borough Council and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve.
4. Participate in the planning of services for children in Luton.
5. Undertaken reviews of serious cases and advising Luton Borough Council and Board partners on lessons to be learned.

Where does Working Together 2013 & 2015 fit in?

The Working Together (WT) Guidance to Safeguard Children was revised and came into effect from 15 April 2013 and again in March 2015. They replace the Working Together to Safeguard Children (2010); The Framework for the Assessment of Children in Need and their Families (2000); and Statutory guidance on making arrangements to safeguard children under section 11 of the Children Act 2004

The WT 2013 & 2015 Guidance covers;

- The legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and
- A clear framework for the LSCB to monitor the effectiveness of local services.
- The criteria for carrying out Serious Case Reviews.

The Working Together 2013 & 2015 guidance should be read and followed by the Local Authority Chief Executives, Directors of Children's Services, LSCB Chairs and senior managers within organisations who commission and provide services for children and families, including social workers and professionals from health services, adult services, the police, Academy Trusts, education and the voluntary and community sector who have contact with children and families.

<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

LSCB Funding

LSCB is funded and resourced through partner agency funding contributions and assistance in kind. LSCB is hosted by Luton Borough Council. The LSCB Business Manager manages the pooled budget.

What is Safeguarding?

Working Together 2013 states:

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development; and
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

How does LSCB Safeguard Luton's Children?

LSCB carries out its safeguarding responsibilities;

- Through the involvement of a wide range of local agencies in its Strategic Board, Executive Group, Scrutiny and Assurance Group, Multi Agency Audit group, Learning and Improvement Group, Young People's Challenge Group and Serious Case Review sub-groups, and a Pan Bedfordshire approach in the Child Death Overview Panel, the CSE strategic Group and the Policy and Procedure sub groups - thereby enabling multi-agency co-operation both within Luton and across Bedfordshire..
- Through shared Inter-agency Safeguarding Procedures supported by local protocols and practice guidance endorsed by the LSCB
- By developing and running a multi-agency safeguarding training programme for practitioners who work with children, young people and families
- Through multi and single agency auditing of practice via the LSCB annual audit programme; and
- Through the effective monitoring of partner agencies' compliance with Section 11 of the Children Act 2004.

What is the statutory framework relevant to safeguarding and promoting the welfare of Children?

- The Children Act 2004 – Sections 10, 11,13, 14 and 53.
- The Borders, Citizenship and Immigration Act 2009 – Section 55
- The Education Act 2002 – Section 175 and Regulations made under Section 157 applies to independent schools (includes Academies and free Schools)
- The Children Act 1989 – Section 17(1), 17 (5), 17 (10), 27, 47 (1)
- The Serious Crime Act 2015
- The Modern Human Slavery Act 2015
- Counter-Terrorism and Security Act 2015

Safeguarding Terms₁

Abuse and Neglect	Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.
Child	Anyone who has not yet reached their 18th birthday.
Child Protection	Process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
Child Protection Conference	A formal Statutory based, inter-agency meeting, following an enquiry under section 47 of the Children Act, which decides whether the child is at continuing risk of significant harm and whether the child's name is to be placed on the Child Protection Register.
Child Protection Plan	When a child is considered to be at continuing risk of significant harm by a Child Protection Conference an inter-agency child protection plan must be drawn up.

Single Assessment	An in-depth multi agency assessment which addresses the central or most important aspects of the needs of the child and the capacity of his or her parents or caregivers to respond appropriately to these needs within the wider family and community context. It should be completed within a maximum of 45 working days from the point of referral.
Referral	A request for an assessment and or services to be provided by CSC. The response may include no action, but that in itself is a decision and should be made promptly and recorded. A case becomes current only after a referral has been made.
Section 17	Section 17 of the Children Act 1989 imposes on every CSC a duty to safeguard and promote the welfare of children in their area who are in need.
Section 47 Enquiry	Section 47 of the Children Act requires every CSC to make enquiries about children thought to be at risk, enabling them to decide whether they need to take further action to safeguard and promote the child's welfare.
Significant Harm	Harm to a child which is significant and meets the Threshold criteria for generating a child protection response which may include an application to court under section 31 of Children Act 1989. Harm means ill-treatment, or impairment of physical or mental health, or physical, intellectual, emotional, social or behavioural development.
Serious Case Review	An LSCB is required to undertake serious case reviews of every case where abuse or neglect is suspected and either a child dies or a child is seriously harmed and there are concerns about how organisations or professionals worked together to safeguard the child

Why Work together?

Working Together 2013 & 2015 states:

- Children are best protected when professionals are clear about what is required of them individually, and how they need to work together.
- The child's needs are paramount, and the needs and wishes of each child, be they a baby or infant or an older child, should be put first, so that every child receives the support they need before a problem escalates.

- All professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children.
- All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and LBC Referral & Assessment team.
- High quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child.
- All professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.
- When things go wrong, Serious Case Reviews are published and are transparent about any mistakes which were made so lessons can be learnt.

Multi-agency Safeguarding Procedures

The Luton Safeguarding Children Board has developed the Luton Safeguarding Inter-Agency Procedures at www.lutonlscb.org.uk

LSCB Training

The LSCB is committed to providing a comprehensive and effective multi agency training programme to agencies within Luton. Training people together can make a significant contribution to building mutually respectful and trusting relationships, which form the foundation for any partnership working.

The LSCB training programme aims to increase participants' knowledge and skills in the field of safeguarding/child protection in order to provide high-quality services and improve outcomes for children, young people and their families and carers.

Information about the LSCB Training Programme can be found on the LSCB website at www.lutonlscb.org.uk

Alternatively, contact the LSCB Training Team on Tel: 01582 547555 or E-mail: learning&development@luton.gov.uk

LSCB Web Site

The LSCB web site can be found at www.lutonlscb.org.uk

The site brings together information for children and young people, information for their families and information for anyone who works with them. It also provides an overview of the responsibilities, structure and work of LSCB.

- **Please make sure your agency has a link to the LSCB website from its internal and, if possible, external websites.**

LSCB Membership List

Chair:

Frances Pearson

Details of the membership of the LSCB can be found on the LSCB web site.

www.lutonlscb.org.uk

The LSCB has appointed two lay Members who provide a link between the LSCB and wider community groups. Our Lay Members are full Board Members who actively participate in the work of the LSCB. New LSCB Members participate in an Induction process which includes a meeting with the Independent Chair and Business Manager.

LSCB Meetings (including agenda & papers)

LSCB Meeting Schedule

- Please see the attached schedule of meetings and workflow system document.
- All LSCB members are expected to attend the Board or subgroup meetings or to send their designated substitute.
- When there is a Serious Case Review, it is sometimes necessary to call an 'Extraordinary meeting' of the LSCB to receive the Overview Report. All LSCB Members are expected to attend these meetings.

LSCB Papers

- Agenda and papers are sent to all members by e-mail approximately one week before the meeting (subject to all supporting papers being received in good time by the LSCB Business Manager and Administrator).
- **Please read all papers prior to the meeting.**
- Please bring a set of papers with you to the meeting. Unless you have made a specific request to the LSCB Business Manager more than 24 hours prior to the meeting, only one spare set of papers will be brought to the meeting.
- We request that you treat all LSCB papers as confidential.

LSCB Member roles & responsibilities

The two main functions of LSCB are:

- To co-ordinate the work of agencies to safeguard children
- To ensure the effectiveness of safeguarding children in Luton.

Further detail on the functions and responsibilities of LSCB Board can be found in its Governance arrangements, available on the LSCB website at: www.lutonlscb.org.uk

Working Together to Safeguard Children 2013 & 2015 states:

“Members of an LSCB should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- Hold their own organisation to account and hold others to account;
- Commit their organisation on policy and practice matters; and
- Speak for their organisation with authority

Broadly LSCB members are expected to:

Attend meetings of the LSCB regularly and consistently and any additional meetings as and when required. The Strategic Board monitors attendance and will report on attendance in its annual report.

Represent the views of their agency / organisation at LSCB meetings or provide a representative view from their profession/sector.

Speak for their agency / organisation with authority.

Establish effective systems for being briefed by and providing briefings to their agency or profession on safeguarding matters (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).

With their agency’s Safeguarding Children’s Champion, hold managers within their agency / organisation to account for their agency’s contribution to safeguarding (as specified in S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools).

Consult with relevant staff within their agency / organisation on all pertinent issues.

Disseminate information to relevant staff within their own agency / profession in an appropriate and timely manner following all LSCB meetings.

Ensure the proper development of safeguarding policies for the LSCB and for their own agency / organisation.

Participate in or appoint representation to attend LSCB sub or task & finish groups.

Produce or ensure the production of reports to / from their agency/organisation as required. This may include participation in Serious Case Reviews.

Review and monitor standards of safeguarding practice within their agency, etc.

Raise issues from their agency / organisation by placing them on the appropriate LSCB, Executive Group or Sub-group agenda. Contribute to the setting and the achievement of LSCB's objectives.

Comply with and support any audits undertaken of:

- the effectiveness of LSCB as a body
- safeguarding practice

Ensure their agency's / organisation's compliance with S11 Children Act 2004 and S175 & 157 Education Act 2002 for schools, including: -

- that all staff are trained in child protection and safeguarding to an appropriate level to meet their safeguarding responsibilities
- that their agency / organisation is aware of and complies with updated child protection procedures including effective information sharing
- that their agency operates safe recruitment procedures
- the appointment of a Safeguarding Children's Champion for their agency.

Identify any child protection and safeguarding training needs within their agency and draw these to the attention of the LSCB.

Support attendance at multi-agency training courses from staff within their agency.

Contribute to multi-agency training as appropriate.

Maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.

LSCB Strategic Board

Chair

Frances Pearson – Independent Chair

Remit

This group meets quarterly and will:

- Manage the business and strategic functions of the LSCB;
- To provide a bridge between the LSCB and all other strategic, policy and planning groups/boards working with children and young people in Luton;
- Monitor LSCB's finances, by way of financial reports prepared by the LSCB Business Manager;
- Monitor the delivery of the LSCB Business Plan
- To receive and review the Performance Management Report and identify areas for greater scrutiny
- Monitor the progress of Serious Case Reviews (SCRs) via the Serious Case Review subgroup. This will include:
 - Monitoring the SCR process and overseeing changes to this process.
 - Monitoring the quality of the way agencies implement this process and requesting revised documents (e.g. action plan updates) if standards are not met.
 - Overseeing LSCB and agency implementation of SCR action plans to ensure the SCR process is a mechanism for improved multi agency working as well as for individual agencies to learn lessons.
- Oversee the function of all LSCB sub-groups, providing direction and guidance; and
- Receive a Quarterly update from the Executive group on progress against its Business Plan.

The Executive Group - Terms of Reference:
Accountable to the Luton Safeguarding Children Board - through quarterly reports to the LSCB.

Core Membership of the Group:

Membership reflects the multi-agency partnership of LSCB and should include senior officers and chairs of the LSCB sub groups who hold the authority to drive forward the LSCB business plan through their individual agencies and sub groups in order to ensure that the core business of the Board is completed. In addition to core membership, other officers may be asked or request to attend as appropriate.

Chair:	Frances Pearson	LSCB	Independent Chair LSCB
Deputy	Sally Rowe	Luton C&L	Corporate Director
	Keith Ibbetson	Independent	Chair SCR group
	Mary Emson	Luton CCG	Chair MAAG
	Liz Mead	PPU	Bedfordshire Police
	Mohamed Hassan	NHS	Designated Doctor.
	Gerry Taylor	Public Health	Chair CDOP
	Glen Denham	Luton C&L	Chair Scrutiny and Assurance
	Sharon Keenan	Luton C&L	Chair learning and improvement
	Andrea Holder	Lay Member	
	Deniece Dobson	Luton C&L	Chair Young People's Challenge Group.
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

The primary purpose of the group is to ensure that the business of the board is effectively managed and progressed to ensure that partner agencies are fulfilling their statutory obligations under Working Together 2015.

Aim: To develop, implement and monitor the LSCB business plan through all stages of the operation by overseeing the work carried out in the LSCB sub groups and Pan Bedfordshire sub groups.

Aim: To identify national and local issues relevant to the responsibilities of the Board, progress as appropriate and commission additional work streams not previously included in the business plan.

The Scrutiny and Assurance Group - Terms of Reference:
Accountable to the LSCB Executive Group - through quarterly summary and scorecard reports to the LSCB.

Membership of the Group:

Membership reflects the multi-agency partnership of LSCB and should include officers who are able to challenge performance issues, analyse risk and interpret a range of evidence to draw conclusions, including at least one analyst or performance officer from any agency. In addition to core membership, other officers may be asked to attend as appropriate

Chair:	Glen Denham	Luton C&L	Lead - Quality and assurance & Performance Improvement
	Jo Ulyett	CCS	Named Nurse
	Mary Emson	Luton CCG	Chair - MAAG
	DI Emma James	PPU	Bedfordshire Police
	Kelly O'Neil	Public Health	Deputy Director
	Tanith Ellis	L&DUH	Divisional General Manager
	Liz Clarke	YOS	Service Manager
	Alison Harding	Probation	
	Alison Stewart Ross	NSPCC	
	Amanda Simmons	Lea manor School	Head Teacher
	Carole Brooks	C&L	Performance lead
	Sharon Keenan	Luton C&L	Chair - learning and improvement
	Rhona Freeman	Luton C&L	Service Manager -
	Nick Chamberlain	Luton C&L	Service manager – early intervention and prevention
	Jan Pearson	ELFT	
	Kathy Sears	Luton C&L	Safeguarding in Education Manager.
	Sam Freeman	C&L	Performance Business Partner
	Mel Whiffen	Performance Manager	Bedfordshire Police
	Tirumala Aparajitha	C&L	Performance Analyst
	Katy Bodycombe	Community Safety Partnership	Community Safety Partnership Project Officer
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

. 1. Purpose

AIM: Assess whether the LSCB and it's partners are fulfilling their statutory obligations set out in Working Together (2015) through analysis of performance information and other evidence.

The primary purpose of the Scrutiny and Assurance Sub Group is to scrutinise, monitor and evaluate the effectiveness of LSCB , it's partner agencies and commissioned organisations for the purposes of safeguarding and promoting the welfare of children in Luton.

This is achieved by:

- Ensuring individual organisations submit robust, evidence based themed reports in accordance with the forward plan, providing advice and guidance to report authors to improve quality of reports where necessary.
- Checking that all individual agencies provide routine data requisite to LSCB performance management requirements as documented in the **Performance Management Process and Evidence Base** and escalating to Executive any non-compliance.
- Reviewing the data and all available evidence in the period, including summary reports from audits, evaluations etc, to evaluate effectiveness, and draw out conclusions about current performance and any recommendations for Executive.
- Querying current performance with individual agencies where clarification or further commentary is required.
- Prepare and submit a summary performance report on a quarterly basis to the LSCB Executive.

In addition to national guidance such as **Working Together** and national legislation, The sub-group will work within the following LSCB documents, proposing amendments to the LSCB Executive as required:

- **Learning and Improvement Framework**
- **Performance Management Framework Review**
- **Performance Management Process and Evidence Base**

3. Frequency of Meetings

The Sub Group meets quarterly. Additional meetings may be called upon request and with the agreement of the Chair. Meetings will be quorate if at least three agencies are represented.

The Multi Agency Audit Group - Terms of Reference:
Accountable to the Luton Safeguarding Children Board - through
quarterly reports to the LSCB Executive and Scrutiny and Assurance
Groups.

Core Membership of the Group:

Membership reflects the multi-agency partnership of LSCB and should include officers who are able to drive forward audits within their own individual agencies, analyse the findings and contribute to the outcome report. In addition to core membership, other officers may be asked or request to attend as appropriate.

Chair:	Mary Emson	Luton CCG	Designated Nurse
	Kathy Sears	C&L	Safeguarding in Education manager
	DS Colin Nelson(DI Emma James)	PPU	Bedfordshire Police
	Verity Southwell	YOS	Operations Manager
	Jo Ullyet	CCS	Named Nurse
		ELFT	Safeguarding Lead
	Sharon Keenan	Luton C&L	Chair learning and improvement
	Tanith Ellis/Pat Reid	L&DUHT	
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

The purpose of the Multi Agency Audit Group is to evaluate and report on the quality and compliance of practice across the partner agencies through the audit of targeted cases to ensure that all policies, procedures and working protocols are being adhered too and agencies and compliant with the expectations within them. Where non compliance is identified the group will raise the concerns within the Scrutiny and Assurance Group, who will in turn raise a request for an assurance report and action plan be written to address the issues raised.

Terms of Reference:

The MAAG is authorised to carry out 4 core multi agency audits per year in line with the LSCB’s key business priorities to provide assurance to the Board that partner agencies are meeting their statutory responsibilities for safeguarding children in the delivery of their services.

Core members will be authorised to delegate work within their own agencies to carry out the work required to complete the audit. This will be in the form of a letter of authority endorsed by the Independent Chair of the LSCB.

The LSCB may ask the MAAG to carry out any other audit as agreed by the full Board, should circumstances dictate that a Multi Agency audit is required in response to a particular concern arising out of intelligence received by any Board member, and presented to the Board as a safeguarding risk.

In the event of a Serious Incident, the MAAG core membership will, where appropriate form the reference group for the identified work to be carried out. The outcome of this work will report to the Chair of the Serious Case Review Group.

The Chair of the MAAG will report the outcome of the audits to the Scrutiny and Assurance Group to enable an evaluation of the findings to be made alongside the findings of the Performance management framework and data scorecard to ensure that there is rigorous and verifiable evidence available to the LSCB Executive Group and Board to satisfy the key function of the Board that partners are being effective in their service delivery for safeguarding children.

The Chair of the MAAG will form part of the Core membership the LSCB Executive Group.

The Learning and Improvement Group - Terms of Reference:
Accountable to the LSCB Executive Group - through eight weekly summary reports to the Executive Group.

Membership of the Group:

Membership reflects the multi-agency partnership of LSCB and should include officers who are able to identify and resolve operational issues, learning and practice improvements and training and development needs in line with local and national priorities. In addition to core membership, other officers may be asked to attend as appropriate

Chair:	Mary Emson	Luton CCG	Designated Nurse
	Jo Ulyett	CCS	Named nurse
	Mary Emson	Luton CCG	Chair - MAAG
	Liz Mead	PPU	Bedfordshire Police
	Tara Lewis	Public Health	
	Sarah Hall	L&DUH	Named midwife
	Imelda Fulham	L&DUHT	Safeguarding midwife
	Linda Davies	East London NHS	
	Dr Abdullah Khan	CCG	Named doctor
	Verity Southwell	YOS	Operations manager
	Chris Langley	LBC	Training Officer
	Mark Golby	LBC	Deputy training officer
	Adele Penfold	Luton C&L	Service Manager Rapid Intervention and

			Assessment
	Tom Keating	Luton C&L	16+ LAC
	Catherine Doyle	Luton C&L	SPOC – CSE and Missing
	Jackie Shakespeare	LBC Adults	Adult safeguarding officer
	Jan Pearson	ELFT	
	Mel Field	Luton C&L	Safeguarding in Education Deputy Manager.
	Sharon Jeycock	Stopsley High School	
	Kate Glenister	Ramridge Primary School	Deputy Head teacher
	Sandra Hamilton Clarke	LBC	Advisory Teacher
	Tracy Jordan	LBC	Education Support Worker.
	Kanak Yates	NSPCC	Team Manager
	June Nyarko	NSPCC	Team Manager
	Trish Palmer	Focusrcs	
	Israr Shafi	Luton C&L	Team manager Early Intervention and prevention.
	Katy Bodycombe	Community Safety Partnership	Community Safety Partnership Project Officer
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

. 1. Purpose

AIM: To ensure that the LSCB and it's partners are fulfilling their statutory obligations set out in Working Together (2015) through the resolution or escalation of operational issues, the identification of learning and improvement action plans and in establishing a rigorous training strategy to meet workforce development strategies across the partnership.

The primary purpose of the Learning and Improvement Sub Group is to monitor and evaluate operational practice across the LSCB and ensure its effectiveness for the purposes of safeguarding and promoting the welfare of children in Luton.

This is achieved by:

- Ensuring individual organisations submit robust, evidence based themed highlight reports in accordance with the forward plan, providing advice and guidance to report authors to improve quality of reports where necessary.
- Querying current performance with individual agencies where clarification or further commentary is required.
- Ensuring that operational issues that are preventing effective multi agency safeguarding activity under the LSCB are raised promptly and resolved efficiently.
- Where this proves to be unresolvable, the matter is escalated to the Scrutiny and Assurance Group for action to be taken to manage the matter.
- Ensuring that all learning and development activities identified within the LSCB business plan are prioritised within the Multi agency workforce development plan.
- Respond to the outcome of SCR action plans to ensure that appropriate learning and development activities are put into action.
- Respond to local and national developments and changes to practice and guidance by preparing briefings for the LSCB that include relevant training and resource implications.
- To ensure that a training needs analysis takes place annually and that relevant learning and development activities are planned into the LSCB multi agency workforce development plan.
- Prepare and submit a summary performance report on a quarterly basis to the LSCB Executive.

In addition to national guidance such as **Working Together** and national legislation, The sub-group will work within the following LSCB documents, proposing amendments to the LSCB Executive as required:

- **Learning and Improvement Framework**
- **The LSCB training strategy**

3. Frequency of Meetings

The Sub Group meets eight weekly. Additional meetings may be called upon request and with the agreement of the Chair. Meetings will be quorate if at least three agencies are represented.

**The Serious Case Review Group - Terms of Reference:
Accountable to the Luton Safeguarding Children Board - through quarterly reports to the LSCB.**

Core Membership of the Group:

Membership reflects the multi-agency partnership of LSCB and should include senior officers and chairs of the LSCB sub groups who hold the authority to drive forward Internal Management Reviews and complete action plans that are owned and implemented through their individual agencies. In addition to core membership, other officers may be asked or request to attend as appropriate.

Chair:	Frances Pearson	Independent Chair	LSCB
	Graham Cole	LBC	Principal Solicitor
	Kathy Sears	C&L	Safeguarding in education Manager
	Mary Emson	Luton CCG	Designated Nurse
	Sharn Basra	PPU	Bedfordshire Police
	Anita Briddin	YOS	Head of Service YOS
	Mohamed Hassan	NHS	Designated Doctor.
	Andrea Duke		Probation
	Carol Pennington	Senior Service Manager	CAFCAS
	Sharon Keenan	Luton C&L	Chair learning and improvement
	Dr Abdullah Khan	CCG	Named Doctor
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

The primary purpose of the group is to ensure that the business of the board is effectively managed and progressed to ensure that partner agencies are fulfilling their statutory obligations under Working Together 2015 to commission and oversee the conduct of Serious Case Reviews, and advise the authority and their Board Partners on the lessons learned.

Aim: To function within the guidance of ‘Working Together to Safeguard Children’ – 2015 and any other subsequent reviews of the guidance.

Aim: To receive and consider serious cases of abuse, neglect or death where a Serious Case Review may be appropriate and make recommendations to the Chair of Luton Safeguarding Children Board.

**The Young People’s Challenge Group - Terms of Reference:
Accountable to the Luton Safeguarding Children Board - through
quarterly reports to the LSCB.**

Core Membership of the Group:

Membership reflects the diversity and talent of young people in Luton, who are experts by experience, and are engaged in taking forward issues relating to strategies, procedures and services provided for children and young people across the age groups. In addition to core membership, other young people may be asked or request to attend as appropriate.

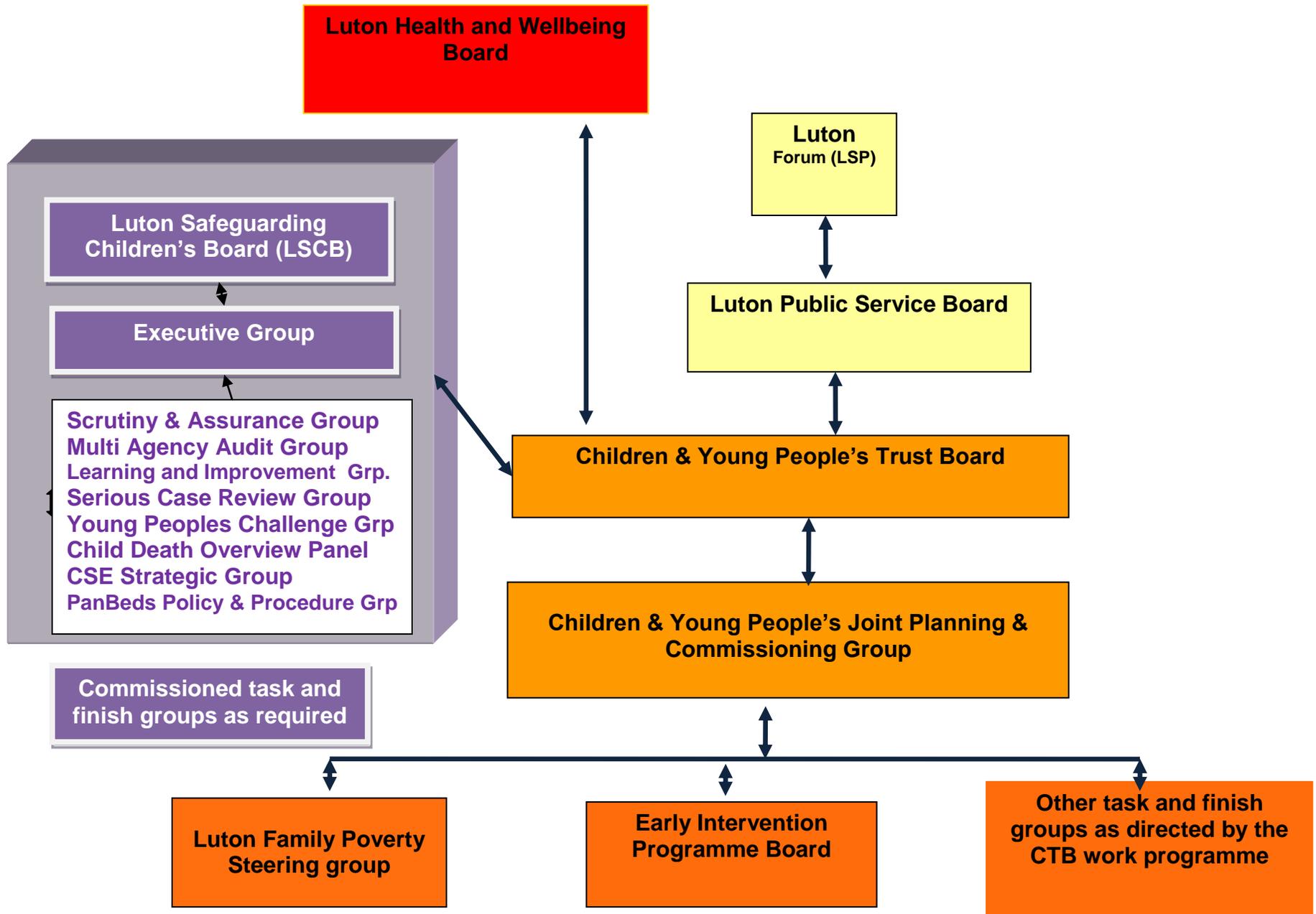
Chair:	Deniece Dobson	C & L	Participation Manager
		Young person	Representing
		Young person	
	Chris Bridgett	LSCB	Interim Business manager

Purpose of the Group:

The primary purpose of the group is to ensure that the voice of the child is heard throughout the business of the board and is effectively managed and progressed to ensure that partner agencies are fulfilling their statutory obligations under Working Together 2015.

Aim: To provide a rigorous and objective challenge to the executive members of the Board in relation to issues of concern for children and young people in terms of health, education, welfare & safeguarding and being looked after.

Aim: To bring to the attention of the Executive and the board issues of risk and concern to young people in their lived experience in Luton, and seek reassurance that the issues will be addressed by the Board.



Members' Checklist

Received

- Welcome Pack
- LSCB Governance Arrangements or Subgroup's Terms of Reference, as appropriate
- Most recent LSCB Business Plan
- LSCB Meetings Schedule

Actions

- Sign LSCB Membership Agreement and return it to the LSCB Business Manager
- Put LSCB Meeting Dates in Diary
- E-mail LSCB Administrator your full title, address, telephone number, e-mail, together with your PA's details.

Read

- Welcome Pack
- LSCB Governance Arrangements or Subgroup's Terms of Reference, as appropriate
- Working Together to Safeguard Children 2013/2015 updates

Know How To

- Contact the LSCB Business Manager and Administrator
- Access the Inter-Agency Safeguarding Procedures

Visited

www.lutonlscb.org.uk

Key Contacts for LSCB

LSCB Chair

Frances Pearson

E-mail: Fran.Pearson@luton.gov.uk

LSCB Vice Chair – TBA (please contact via the Business Unit)

LSCB Team

Christine Bridgett – Interim LSCB Business Manager

E-mail: christine.bridgett@luton.gov.uk Tel: 07469 932487

Christine Langley - Senior Training & Development Officer

E-mail: Christine.Langley@luton.gov.uk Tel: 01582 547559

Marie Lowe - LSCB Administrator

E-mail: marie.lowe@luton.gov.uk Tel: 01582 547624

LSCB office based at;

Town Hall Extension, -Town Hall, Gordon Street, Luton LU1 2BQ

Rapid Intervention & Assessment Team - (Luton Social Care)

Tel: 01582 547653

Town Hall Extension, -Town Hall, Gordon Street, Luton LU1 2BQ

Child Abuse Investigation Unit (Police)

Tel: Public Protection Support Team - 01234 846960

Designated Doctor

Dr. Mohamed Hassan

The Edwin Lobo Child Health and Development Centre, Redgrave Gardens,
Marsh Farm, Luton. LU3 3QN. E-mail: TBA Tel: 01582 700300

Designated Nurse -

Mary Emson

The Lodge, 4, George Street West, Luton. LU1 2BJ

Email: mary.emson@lutonccg.nhs.uk Tel: 01582 532044

LSCB Membership Agreement

**Once Completed please forward electronically/clerically to Marie Lowe -
LSCB Administrator**
Email: marie.lowe@luton.gcsx.gov.uk Tel: 01582 547624

Address: Town Hall Extension, -Town Hall, Gordon Street, Luton LU1 2BQ

Name:

Agency/Organisation:

Job Title:

Responsibilities:

- Recommending or deciding upon the necessary steps to put right any problems.
- To ensure the Board functions well, and drives forward its business plan.
- To play a part in raising awareness in safeguarding within their agency and within the wider Luton community.
- To ensure that the outcomes for children improve in the areas of physical and mental health, protection from harm and neglect.
- To communicate effectively within their agency, between their agency and the LSCB and ensure that communication is effective within the LSCB.
- To ensure that safeguarding is satisfactory in their own organisation and that there are adequate knowledge and skills and appropriate training for staff.
- To challenge and question the practice of a member and/or their organisation for the improvement of safeguarding.

Signature:

Date: