



Terms of Reference, Adults' and Children's Safeguarding Partnership Boards

1 Introduction

The Safeguarding Partnership Boards (SPB) have been established to co-ordinate work in Jersey to safeguard children and adults, and to monitor and challenge the effectiveness of Jersey's safeguarding arrangements.

2 Purpose of the Safeguarding Boards

The SPBs have a number of specific roles to play in safeguarding and protecting children and adults; these are to:

- a. coordinate what is done by each organisation participating in the Boards for the purposes of safeguarding and promoting the welfare of children and adults in Jersey;
- b. promote understanding of the need and means to protect children and adults from harm; and
- c. monitor and ensure the effectiveness of the safeguarding systems that are in place both within and between organisations in Jersey.

3 Membership

The Safeguarding Partnership Boards will be chaired by the Independent Safeguarding Chair. Members of the Boards represent local agencies and the community and voluntary sector that work with adults and children. Both Boards will include lay members to reflect the local community of the island. Members from agencies/ services will include representatives from:

- **Health and Social Services**
- **Education, Sport and Culture**
- **States of Jersey Police**
- **Family Nursing & Home Care**
- **Primary Care**

- **Housing**
- **Social Security**
- **Prison**
- **Probation**
- **Voluntary and Community Sector**
- **Lay members**

Board members should be of sufficient seniority within their agency to represent, make decisions and commit resources on behalf of their agency. They are required to demonstrate leadership, be informed about, and take responsibility for the actions of their staff who are providing services to children and adults as appropriate. With regard to the development of local services, Board members should consider with their agency, how the delivery of these services would take into account of the need to safeguard and promote the welfare of children and adults.

4 Values

The Safeguarding Partnership Boards will ensure that the following values are reflected in all aspects of its work:

- Multi-agency working;
- Inter-agency partnership;
- Partnership with service users, family and carers;
- Anti-discriminatory and anti-oppressive practice.
- Confidentiality and data protection

5 Accountability

To be quorate attendance must include as a minimum;

- the Chair or Vice Chair
- and at least six other members or their substitutes from different services/agencies

The Chair is accountable to the Director of Corporate Policy (Chief Minister's Department) for all matters relating to administration and

resources and has a direct reporting line to the Assistant Chief Minister, and other Ministers, including the Chief Minister, as required, in order to highlight issues of significant concern at a political level.

6 Roles and Responsibilities

6.1 Policies and Procedures:

As part of their coordinating role, the SPBs will develop policies and procedures to promote the welfare of children and adults and safeguard them from any form of harm. These policies and procedures may, among other things, relate to the:

- a. training of persons who work with children or adults in services affecting their safety and welfare;
- b. safe recruitment and supervision of persons who work with children or adults;
- c. action to be taken where there are concerns about a child's or adult's safety or welfare, including thresholds for intervention;
- d. investigation of allegations concerning persons who work with children or adults;
- e. inter-agency arrangements for child and adult protection enquiries, and associated police investigations, and setting out the circumstances in which joint enquiries are necessary and/or appropriate; and
- f. safety and welfare of children who are privately fostered.

The Safeguarding Partnership Boards may also publish guidance on best practice to protect children and adults from abuse and harm; raise public and professional awareness of how this can best be done and encourage change where that is necessary. They may also promote and explain the policies and procedures to those who may be affected by them.

6.2 Monitoring Effectiveness:

As part of their role in monitoring the effectiveness of what is done collectively and individually by organisations to protect children and adults, the Safeguarding Partnership Boards will:

- a. ensure that investigations into allegations concerning persons who work with children and adults are carried out effectively;
- b. periodically audit inter-agency practice, focusing on compliance with the multi-agency procedures, the quality of service and the views of service users;
- c. monitor the arrangements (including recruitment and training policies) made by the States of Jersey and voluntary and private agencies to ensure that the children and adults to whom they provide services, are protected and safeguarded;
- d. operate a multi-agency complaints procedure so that persons who

have been subject of, or affected by, a protection or abuse enquiry can make a formal complaint, or express dissatisfaction where they have concerns about how agencies have been working together to safeguard a child or adult;

- e. actively seek feedback from adults and children who are in receipt of child or adult protection services or have experience of how the procedures and guidelines work in practice, so that their opinions can be taken into account when evaluating and further developing guidelines and procedures;
- f. participate in the planning of services for children and adults in Jersey; and
- g. undertake Serious Case Reviews (SCRs), advise the individuals and organisations involved on lessons to be learned and monitor the implementation of recommendations.

6.3 Serious Case Reviews

The SPBs will conduct SCRs, in respect of children, Safeguarding Adult Reviews in relation to adults, child death reviews and partnership reviews into cases that can identify learning as to the way organisations work together to safeguard and protect the welfare of children and adults. These reviews will be conducted in accordance with the criteria in Working Together 2013 (for children) and in accordance with best practice from the UK, that will be reflected in guidance that will be issued by the Safeguarding Adults Partnership Board (for adults).

The purpose of such reviews is to ensure that lessons are learned and appropriate action taken.

7 Administration

The SPB will run an independent office providing Professional and Support Services to the Independent Chair who has overall responsibility for the work programme of the Boards, its Sub-Groups and its staff.

- 7.1** The SPBs meet at least quarterly, on dates to be agreed in advance or at such other intervals as may be agreed by members.
- 7.2** The agenda is circulated prior to the meetings and meeting notes are taken, circulated to members with copies being retained and stored by the Chair
- 7.3** Meeting notes are agreed as a permanent record at the following meeting
- 7.4** The SPB staff will provide professional materials to the Boards and their Sub-Groups, as well as establishing working groups