

Rotherham CYP&F Voluntary Sector Consortium

Safe & Well Group

Terms of Reference

1. Purpose

This paper sets out the terms of reference for the Rotherham Children, Young People and Families' Voluntary Sector Consortium Safe and Well Group. The overall purpose of the group is to discuss a range of safeguarding and wellbeing issues, as they relate to the voluntary sector and its work with partners in Rotherham. The Group is acknowledged as a special interest group by the Local Safeguarding Children Board on behalf of the Consortium and the RLSCB.

2. Responsibilities

The Group will be a forum for:

- Appointing and supporting voluntary sector representatives on RLSCB Sub-Groups
- Sharing news, information and changes in local and national safeguarding structures, strategies, policies and procedures
- Identifying and discussing practice issues and obtaining ideas and advice on how to address them individually and/or collectively
- Gaining feedback from and sharing the front-line experience of voluntary sector organizations with colleagues, especially those from the Safeguarding Unit.
- Discussing the implications and possible implementation in the voluntary sector of lessons arising from Serious Case Reviews
- Organising events, conferences, workshops etc to promote good practice
- Monitoring the use of the Voluntary Sector Safeguarding Self-audit Toolkit and discussing ways of improving coverage and effectiveness
- Auditing completed Toolkits, Action Plans and policies returned by Consortium members
- Promoting the use of CAF or other multi-agency contact, assessment and referral tools within the voluntary sector; discussing and reporting on issues arising from their use

3. Membership

The Group is made up of members of the CYP&F Voluntary Sector Consortium and advisors from the Rotherham Safeguarding Children Service / Board.

The Chair is the Consortium representative on the RLSCB.

Consortium Representatives on RLSCB Sub-Groups are expected to attend as part of their representative agreement. Where this is not possible the representatives should communicate with members of the Consortium using appropriate feedback forms following each sub-group meeting. Attendance by all Reps at 6 monthly work plan review meetings is expected.

Other colleagues may also be invited to attend from time to time in order to present and share relevant initiatives that impact on the safety and wellbeing of children, young people and families e.g. CART

Meetings will be deemed as quorate when 3 voluntary sector organisations who are members of the Consortium are represented.

4. Meeting Frequency

The Group will meet 6 times a year e.g. January, March, May, July, September, and November.

On two of these occasions (e.g. May and November) the Group will focus on the work of the LSCB sub-groups and the role of the VCS representatives. At these meetings the overall work plan of the Group will also be reviewed and agreed.

5. Linkage to Other Groups

The Group is a sub-group of the CYP&F Voluntary Sector Consortium and is accountable to Consortium members, via the Consortium Board.

The Group is also a RLSCB VCS Special Interest Group and links to the Board via the Chair, who is the VCS representative on the RLSCB.

6. Declaration of Interest

It is the responsibility of each member to declare any conflict of interest with an agenda item either at the start of the meeting or as the discussion unfolds.

7. Business Conduct

All meetings will:

- Start and end on time as agreed;
- Show respect for and value the contribution of each member;
- Encourage all members to participate;
- Ensure that the agreed work plan is developed and progressed at each meeting.

8. Monitoring

The effectiveness of the Safe & Well Group will be monitored against:

- Number of times the meeting is held in accordance with its Term of Reference;
- Number of times the meeting is quorate;
- Level and spread of attendance at meetings;
- Delivery of the work plan;

- Feedback from participants.

9. Governance Arrangements

The Terms of Reference will be agreed by the Chair, Group Members and Trustees of the Consortium:

- Once agreed, the TOR will be ratified by the Rotherham CYP&F Consortium and the Rotherham Local Safeguarding Children Board;
- TOR will be reviewed annually;
- Minutes of minutes, once approved by the Group, will be made available on the Consortium website, with any omissions agreed by the Group
- Minutes of meetings, work plans and exceptional reporting is open for scrutiny by Rotherham Local Safeguarding Children Board

Group Chair:

Designation:

Signature:

Date:

To Consortium (Date):

Ratified:

To RLSCB (Date):

Ratified:

Review Date, Consortium:

Review Date, RLSCB: