

# **Lincolnshire Safeguarding Children Partnership Constitution 2019/20**

## **Lincolnshire Shared Vision and Principles for Working**

In March 2018, partners across Lincolnshire Safeguarding Children Partnership agreed to the following shared vision:

*Children and young people in Lincolnshire are effectively safeguarded, properly supported and their lives improved by all agencies working together.*

Prior to agreement, there were multi-agency workshops and consultations with children and young people held.

The Lincolnshire Safeguarding Children Partnership (LSCP) Business Plan sets out the strategic intent of partners to make this vision a reality. It underlines the statutory objectives of the LSCP, to coordinate and ensure the effectiveness of safeguarding arrangements with priorities set for 2018-21.

### **Principles**

As a partnership, we went back to basics to agree how we work as a partnership:

- Safeguarding is everybody's responsibility.
- To focus our work on safeguarding the needs of vulnerable children and young people and improving their outcomes.
- To promote the idea; that children and young people's behaviours, levels of vulnerability and levels of resilience, are all informed by their surroundings and the contexts in which they spend their time.
- To have a culture of continuous review and learning with evidence based practice.
- To be open to constructive professional challenge.

### **Legislative Context**

The Children and Social Work Act 2017 was passed in April 2017, and Working Together to Safeguard Children was updated in 2018. Sections 16-23 of the Children's Act 2004 (as amended by the Children and Social Work Act 2017) introduced a shared and equal duty on three key partners (local authorities, police and clinical commissioning groups (CCGs)), to make arrangements with other partners to locally determine to work together to safeguard and promote the welfare of all children in the local area.

The three safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others, and implement local and national learning including from serious child safeguarding incidents (as defined under Chapter 4 of Working Together to Safeguard Children 2018).

To fulfil this role, the three safeguarding partners must set out how they will work together and with any relevant agencies. Relevant agencies are those organisations and agencies whose involvement the safeguarding partners consider may be required to safeguard and promote the welfare of children with regard to local need.

The purpose of these local arrangements is to support and enable local organisations and agencies to work together in a system where:

- Children are safeguarded and their welfare promoted
- Partner organisations and agencies collaborate, share and co-own the vision of how to achieve improved outcomes for vulnerable children
- Organisations and agencies challenge appropriately and hold one another to account effectively
- There is early identification and analysis of new safeguarding issues and emerging threats
- Learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- Information is shared effectively to facilitate more accurate and timely decision making for children and families.

In order to work together effectively, the safeguarding partners with other local organisations and agencies should develop processes that:

- Facilitate and drive action beyond usual institutional and agency constraints and boundaries
- Ensure the effective protection of children is founded on practitioners developing lasting and trusting relationships with children and their families.

To be effective, these arrangements should link to other strategic partnership work happening locally to support children and families.

Within Lincolnshire, it has been agreed that we can best meet these requirements by retaining our current partnership requirements.

### ***Partnerships in Lincolnshire***

The Lincolnshire Safeguarding Children Partnership exists in the context of wider partnership arrangements across Lincolnshire, and the LSCP arrangements link into other strategic partnerships. Lincolnshire has an established, non-statutory coordinating Public Protection Board (PPB), with membership made up of representatives from statutory and non-statutory strategic boards across the county; senior officers and public protection leads.

## **Safeguarding Partners and Relevant Agencies**

### ***Leadership***

Strong leadership is critical for the Lincolnshire Safeguarding Children Partnership to be effective in bringing together all relevant organisations and agencies. The Lincolnshire arrangements will be strongly led and promoted, by local area leaders, including the representatives from the three key safeguarding partners.

The lead representatives for the safeguarding partners are:

- Lincolnshire County Council Chief Executive

- Clinical Commissioning Group Accountable Officer
- Lincolnshire Police Chief Officer.

In Lincolnshire, the lead representatives have delegated their functions to:

- Director of Children Services, Lincolnshire County Council
- Chief Nurse for South and South West Clinical Commissioning Groups, representing all Lincolnshire CCGs
- Assistant Chief Constable, Lincolnshire Police.

All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements. In situations that require a clear, single point of leadership, all three safeguarding partners should decide who would take the lead on issues that arise.

The representatives, or those they delegate authority to, should be able to:

- Speak with authority for the safeguarding partner they represent
- Take decisions on behalf of their organisation or agency, and commit them on policy, resourcing and practice matters
- Hold their own organisation or agency to account on how effectively they participate and implement the local safeguarding arrangements.

### ***Geographical Area***

The geographical area for the Lincolnshire Safeguarding Children Partnership is the Lincolnshire County local authority area.

The geographical area corresponds with the four Lincolnshire Clinical Commissioning Groups and Lincolnshire Police Force.

### ***Relevant Agencies***

The strength of Lincolnshire's local safeguarding partnership is predicated on the safeguarding partners working collaboratively with all relevant agencies. The Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018, sets out the list of relevant agencies that are required to work as part of the multi-agency safeguarding arrangements. It is important to note that:

- Although safeguarding partner organisations are not referred to in the regulations, their staff are subject to the Lincolnshire Safeguarding Children Partnership arrangements.
- That certain key agencies are not listed in the regulations, as their functions are commissioned or otherwise overseen by one or more of the safeguarding partners, e.g. GPs, dentists and mental health service providers already represented through the inclusion of CCGs, NHS Trusts and Foundation Trusts.

- The list of relevant agencies is intentionally focussed at a strategic agency-based level; it is not intended to be an exhaustive list of all bodies and individuals that come into contact with children and young people.

The list of relevant agencies in Lincolnshire may change over time to reflect those present in the local area. The partnership currently consists of:

- Adult Services
- Lead Local Authority Member for Children's, Adults and Public Health.
- District Councils
- National Probation Service
- Youth Offending Service
- Community Rehabilitation Company
- United Lincolnshire Hospitals Trust
- Lincolnshire Community Health Services
- Lincolnshire Partnership NHS Foundation Trust
- CAF/CASS (Children and Family Courts Advisory and Support Service)
- Schools/Further Education
- Lincolnshire Prisons
- Lincolnshire Fire and Rescue
- Voluntary and Community Sector
- East Midlands Ambulance Service.

Organisations and agencies who are not named in the relevant agency regulations, should still cooperate and collaborate with the safeguarding partners particularly as they may have duties under Section 10 and/or Section 11 of the Children Act 2004.

### ***Role of Early Years Settings, Schools, Colleges and other Educational Establishments***

Early years providers and settings play a crucial role in safeguarding and promoting the welfare of children, as defined by their duties under Section 40 of the Childcare Act 2006. There are arrangements in place to engage with early years providers and ensure they are fulfilling their safeguarding responsibilities, through the local authority Early Years' service.

The Partnership includes school and college representation at strategic, operational and sub-group level, including through a dedicated Education Sub-Group. The pivotal role schools, colleges and other educational providers play in safeguarding and promoting the welfare of children, as detailed in the statutory guidance, Keeping Children Safe in Education 2018, is recognised by the safeguarding partners. There are termly Designated Safeguarding Leads briefings led by the local authority Education team, and regular communications through the twice weekly schools bulletin.

### ***Role of Residential Homes for Children***

All local authority residential homes are included as relevant agencies. There are mechanisms to engage residential homes in local arrangements through the section 11 process and the local authority Children's Service.

### ***Role of Youth Offending and Custody Services***

The new Children's Services Future4Me team, which includes the youth offending service, contributes to the work of the partnership, with particular emphasis on tackling child exploitation and children missing.

The work of the Multi-Agency Child Exploitation (MACE) process can be found on the LSCP website: <https://www.lincolnshire.gov.uk/LSCP/professionals/child-exploitation/133320.article>

### **Independent Scrutiny**

The independent scrutiny function is set out in Chapter 3 of Working Together to Safeguard Children 2018. The role is to provide assurance in judging the effectiveness of multi-agency safeguarding arrangements to safeguard and promote the welfare of all children in the local area.

In Lincolnshire, there is a culture of constructive and professional challenge, and holding partners to account. There are systems and processes for professional challenge in place, and evidence of scrutiny and assurance at all levels of the Lincolnshire's safeguarding partnership.

There are a range of mechanisms in place to ensure scrutiny and quality assurance:

- Section 11 process (on a three yearly basis)
- Partnership audit programme
- Local learning reviews
- Peer reviews.
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To ensure Lincolnshire's Safeguarding Children Partnership continues to embrace independent scrutiny, the following is in place:

- Independent Chair
- Two Lay Members
- Safeguarding Boards Scrutiny Sub-Group (membership includes Local Authority Members, Police and Crime Commissioner, NHS non-executive Director, Foster Carer).

Independent scrutiny is to:

- Provide objectivity and act as a critical friend
- Promote reflection to drive continuous improvement
- Listen to the experiences of children, young people and families
- Ensure the voices of children, young people and their families are heard
- Assess how well organisations come together to cooperate with one another to safeguard and promote the welfare of children, and to hold each other to account.
- Assess whether the three safeguarding partners are fulfilling their statutory obligations
- Scrutinise any quality assurance activity

- Scrutinise the effectiveness of training
- Ensure the safeguarding partners provide robust and effective challenge to each other and relevant agencies.

The Lincolnshire Safeguarding Children arrangements will be reviewed on an annual basis and an annual report produced for presentation at the Annual General Meeting.

### ***Independent Chair***

There is no longer a statutory requirement to appoint an Independent Chair; however, Lincolnshire has made the decision to retain the role of Independent Chair for the partnership. The Chair must be of sufficient standing and expertise to command the respect and support of all partners and will be someone independent of the local agencies so that the LSCP can exercise its local challenge function effectively. The Chair should act objectively and distinguish their role as LSCP Chair from any day-to-day role.

Subject to any change agreed by partners, or through statutory guidance, the Independent Chair will be appointed for a term of 3 years, after which the Partnership can consider whether or not to test the market for a new Independent Chair via a competitive process. The process can result in a re-appointment, or the appointment of a new Chair.

The Vice Chair will be nominated from one of the partner organisations at the Annual General Meeting of the LSCP.

## **Membership of the Strategic Management Group**

Members 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:

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

The Lead Member for Children's Services should be a participating observer of the LSCP. In practice this means routinely attending meetings as an observer and receiving all its written reports.

### ***Members***

- Local Authority Children's Services **2 seats**
- Adult Services **1 seat**
- District Councils **1 seat**
- The Chief Officer of Police **1 seat**
- Safer Lincolnshire Partnership **1 seat**
- National Probation Service **1 seat**
- Community Rehabilitation Company **1 seat**
- Clinical Commissioning Groups **1 seat**
- Designate Doctor

- United Lincolnshire Hospitals Trust **1 seat**
- Lincolnshire Community Health Services **1 seat**
- Lincolnshire Partnership Foundation NHS Trust **1 seat**
- CAF/CASS (Children and Family Courts Advisory and Support Service); **1 seat**
- Schools/Further Education **up to 4 seats**
- The Governor of any prisons in the local authority area **1 seat**
- Lead Member – **participating observer**
- Lay members – **In attendance 2 seats**

## **Membership of the Operational Delivery Group**

Members should be people with a lead role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to speak for their organisation with authority.

### **Members**

- Local Authority Children's Social Care\* **1 seat**
- Local Authority Conference Chairs rep\* **1 Seat**
- Local Authority Secure Unit **1 seat**
- Local Authority Education\* **1 seat**
- Adult Services\* **1 seat**
- District Councils\* **1 seat**
- Lincolnshire Police\* **1 seat**
- National Probation Service\* **1 seat**
- Community Rehabilitation Service \***1seat**
- The Youth Offending Service\* **1 seat**
- Clinical Commissioning Groups\* **1 seat**
- United Lincolnshire Hospitals Trust\* **1 seat**
- Lincolnshire Community Health Services\* **1 seat**
- Lincolnshire Partnership Foundation NHS Trust\* **1 seat**
- CAF/CASS (Children and Family Courts Advisory and Support Service)\*; **1 seat**
- Lincolnshire Fire and Rescue **1 Seat**
- Schools/Further Education **up to 4 seats**
- Lay Members **2 seats**
- Designated Doctor
- Principal Child and Family Social Worker **1 seat**
- Voluntary and Community Sector\* **1 seat**
- Chair of the Child Death Overview Panel
- East midlands Ambulance Service **1 seat**
- Local Prisons **1 seat**

\* Indicates Senior Liaison Officer (SLO) for the agency particularly for the purposes of the LSCP Escalation Policy.

Officers attending and supporting the SMG and ODG (non-voting members):

- Business Manager
- Legal Adviser
- Training and Development Officers
- Policy and Audit Officer
- Administrators

Each District Council is a full Member. There should be a Senior Officer from one District Council nominated through the District Council Leaders and Chief Executives meeting to attend the Local Safeguarding Children's Strategic Management Group. However the LSCP acknowledges that there may be occasions when the District Council representative on the Strategic Management Group cannot make a decision on behalf of all District Councils groups as these are all governed by their own constitutional arrangements.

### ***Meeting arrangements***

The Strategic Management Group will meet quarterly and the Operational Delivery Group will meet bi-monthly. Meetings will be considered quorate when comprising at least representation from the Local Authority, Police, Clinical Commissioning Group, plus representatives from 3 other agencies. Members are expected to attend LSCP meetings on a regular basis, ensuring that any unavoidable absences are covered by an appropriate substitute. Agencies must be represented at 75% of meetings as a minimum.

The Independent Chair of the LSCP will chair both the Strategic Management Group and the Operational Delivery Group.

### **Sub-Groups**

Sub-Groups will comprise representatives from agencies who form the membership of the Operational Delivery Group.

The LSCP's work will be conducted through a number of permanent or temporarily convened sub-groups.

- The LSCP Annual General Meeting will appoint Chairs and Vice-Chairs of all sub-groups.
- All sub-groups will report to the Operational Delivery Group at each meeting with exceptional issues highlighted. A written report will be provided at business planning meetings and at the Annual General Meeting.
- Chairs of sub-groups will have the power to invite people to attend meetings to help and advise them, but these visitors will not have a vote.
- Sub-groups will undertake the work identified in the LSCP Business Plan.

- Meetings will be considered quorate when comprising at least the Chair and representatives from 3 agencies.
- Members are expected to attend sub-group meetings on a regular basis, ensuring that any unavoidable absences are covered by an appropriate substitute. Agencies must be represented at 75% of meetings as a minimum.

### ***Conflicts of interest***

Conflicts of interest may arise where an individual's personal, professional or family interests conflict with those of the LSCP. At the commencement of meetings members will be asked to declare potential conflicts of interest in any aspect of the agenda. The Chair, at their discretion, may ask the individual to leave the meeting for the whole or part of the relevant agenda matter.

The LSCP operates a conflict of interest principle to avoid:

- Free discussion being inhibited
- Decisions being taken that are not in the best interests of the Partnership
- Any impression that the LSCP has acted improperly.

The principle is to protect both the LSCP and the individual partner organisations involved from any appearance of impropriety.

### ***Decision Making***

In matters relating to policy, procedure and practices of the LSCP, where consensus cannot be achieved, it will be the responsibility of the Chair to make a decision. In this event the Chair will take reasonable steps to consult with LSCP members.

The LSCP will make clear recommendations with the purpose of providing leadership and guidance to participating agencies. The LSCP cannot compel a participating individual agency to implement any decision.

In matters relating to financial contributions of individual agencies, decisions must be reached by consensus.

Sub-groups will seek to make decisions by consensus; where consensus cannot be achieved, the issue must be brought to the Independent Chair of the LSCP.

## **Performance**

Lincolnshire Safeguarding Children Partnership uses data and intelligence to assess the effectiveness of the help being provided to children and families.

A performance scorecard is under development with indicators grouped according to impact on the strategic priorities. This is to be produced twice a year and is focussed on the impact of the work of the LSCP, and understanding how the partnership is safeguarding and promoting the welfare of children and young people.

Annual reports from a wide number of services are presented to the partnership for information and discussion.

Date is used to understand the local context and inform the work of the sub-groups and in meeting the strategic priorities.

## **Funding**

The work of the LSCP is funded through contributions from a number of partners' agencies. Financial contributions will be agreed at Strategic Management Group.

## **Review**

The Constitution will be reviewed on an annual basis at the Annual General Meeting.

## **Constitution revised and agreed May 2019**

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**Mr Chris Cook**  
**Chair Lincolnshire Safeguarding Children Partnership**

# Lincolnshire Safeguarding Children Partnership

## Individual Members' Responsibilities

### 1.0 Purpose of being a member of LSCP

- 1.1 To co-operate fully and effectively with other members to drive the work of the LSCP and ensure that it achieves the objectives set out in the Business Plan.

### 2.0 Each member will:

- 2.1 Develop and maintain strong and effective inter-agency safeguarding/child protection procedures and protocols.
- 2.2 Ensure that individual agencies/organisations/partnerships provide adequate resourcing for local safeguarding/child protection purposes.
- 2.3 Provide to the LSCP performance management data as required in order that safeguarding scrutiny processes can be rigorous.
- 2.4 Abide by the Constitution of the LSCP.

### 3.0 Responsibilities of being a member

- 3.1 Individual members have a duty to contribute to the effective work of the LSCP. This should take precedence, if necessary, over their role as a representative of their agency/organisation/partnership.
- 3.2 To ensure decisions with regard to safeguarding made by the Partnership are implemented within own agency/organisation/partnership, as appropriate.
- 3.3 To ensure agency/organisation/partnership resources and financial contribution is adequate and appropriate.
- 3.4 To ensure strategic agency/organisation/partnership issues relating to safeguarding are brought to the attention of the Partnership.
- 3.5 To provide agency/organisation/partnership representatives to work on LSCP SMG, ODG and Sub-Groups, as appropriate.
- 3.6 To maintain a clear focus on the safeguarding needs of children and young people.
- 3.7 To understand the roles and responsibilities of member agencies/organisations/partnerships in protecting children and young people.
- 3.8 To maintain proactive engagement in the work of the LSCP.
- 3.9 To recognise the implications of and key issues involved in multi-disciplinary working.
- 3.10 To have up to date Disclosure and Barring Service vetting where relevant.
- 3.11 To have an up to date knowledge of safeguarding legislation and guidance.
- 3.12 To use the Professional Resolution and Escalation protocol as appropriate to resolve conflict within or between agencies/organisations/partnerships.
- 3.13 To represent own agency/organisation/partnership from a strategic perspective and to attend meetings of the LSCP on a regular basis, ensuring that any unavoidable absences are covered by an appropriate substitute.

### 4.0 Main Functions

- 4.1 To attend meetings as arranged.
- 4.2 To prepare for meetings by reading minutes and associated papers.
- 4.3 If it is necessary to send a substitute, to ensure that the substitute is adequately briefed.
- 4.4 To have actioned any areas agreed at the previous meeting.
- 4.5 To discuss issues relevant to LSCP business within own agency/organisation/partnership and be prepared to contribute from that perspective.
- 4.6 To be willing to offer a representative view from own area of work and/or organisation to discussions.
- 4.7 To establish a process for the way decisions taken at LSCP are fed in to own agency/organisation/partnership ensuring that processes are in place for implementation.
- 4.8 To provide information within own agency/organisation/partnership, increase awareness of the role and responsibilities of the LSCP and ensure the organisation adheres to these.
- 4.9 To provide agency/organisation/partnership specific information to LSCP, as required, by producing or ensuring the production of reports to/from agency/organisation/partnership as appropriate (e.g. report of safeguarding arrangements within organisation).

- 4.10 To meet deadlines as agreed by LSCP
- 4.11 To accept shared responsibility for the satisfactory completion of the LSCP work programme, by undertaking tasks as appropriate, including participation in all Groups (or fielding of staff to participate in these Groups where relevant).
- 4.12 To ensure agency/organisation/partnership resources are made available for Serious Case Reviews, National and Local Reviews, as required, including the Individual Management Reports being completed to national standards.
- 4.13 To take back into own agency/organisation/partnership policy issues and developments ensuring that processes are in place for implementation.
- 4.14 To contribute to the development of policy, on behalf of own agency/organisation/partnership (therefore members are required to be familiar with the "position" the agency/organisation/partnership holds on issues).
- 4.15 To establish an effective system(s) for being briefed by own agency/organisation/partnership or liaison within own profession about views on safeguarding/child protection matters.
- 4.16 To contribute to the delivery of the Business Plan.
- 4.17 To assist in the annual budget setting process.
- 4.18 To assist in the development and publication of an Annual Report.
- 4.19 To review the membership of the LSCP and ensure that it is both representative and effective.
- 4.20 To respect confidentiality of sensitive information provided by the constituent agencies/organisations/partnerships of the LSCP.
- 4.21 To participate in consultation and decision making on individual case issues as set out in the LSCP procedures.

Signed:

Name (please print):

Organisation:

Date: