

**Boards' Business Unit**



**DARLINGTON**  
Safeguarding Children Board



**Darlington**  
**Safeguarding Adults**  
**Partnership Board**

# **Board and Lay Member Induction Pack 2017**

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## New Member Induction Check List

Name	
Job title	
Organisation	
Date	

The success and participation of a Board member is dependent in part on the support that they receive. It is essential that any new member receives an appropriate induction to the Board to support new members in understanding their role.

All new members can expect to be supported by the Safeguarding Boards' Business Unit and receive an induction programme when appointed.

Welcome Meeting with Independent Chair	
Welcome meeting with the Safeguarding Boards Business Manager and Unit	
New member document pack (including Business Plans/Annual Reports/the Constitution/the Pledge/Terms of Reference)	
Meeting with Partners	
Schedule of 1:1 meetings with Board member	
Provision of the Business Plan	
Provision of the Annual Report	
A nominated Development Officer within the Joint Business Unit for additional support	
Information about and access to the Safeguarding Board's multi-agency training programme	
Information and support via the Safeguarding Boards website	
Sign copy of confidentiality agreement (Lay Member)	

## Welcome from the Independent Chairs

As the Independent Chairs we would like to welcome you to the Darlington Safeguarding Boards and thank you for taking on this very important role. This induction pack has been developed to provide new Board Members and Lay Members with an introduction to their roles and responsibilities and to provide an overview of the functions of both the Darlington Safeguarding Children Board (DSCB) and the Darlington Safeguarding Adults Partnership Board (DSAPB).

This guide has been developed by the Boards as a resource for all Board and sub-group members and newly appointed members including Lay Members. This induction pack includes information about Safeguarding, the role of the Boards and how this fits in with other strategic and operational groups and it is hoped that this guide will serve as a supportive tool and form part of the induction process for all new members as well as supporting current members in fulfilling their roles supporting the work of the Boards.

As set out in Working Together to Safeguard Children 2018 and the Care Act 2014 the DSCB and DSAPB are required to seek assurance that local safeguarding arrangements are in place across the Darlington locality and that partners act appropriately to help and protect children and adults with care and support needs from abuse and neglect.

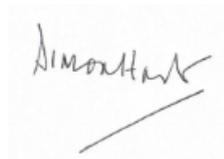
In addition, the Boards also focus on developing ways of raising awareness and preventing harm and we collectively share responsibility for ensuring that all efforts to keep people safe are effective and co-ordinated. Your role as a Board Member is crucial to the Board being able to meet its statutory duties and it is important that you feel able to contribute at Board meetings, to be in a position to promote the aims of the DSCB/DSAPB, to hold your own organisation to account, to commit resources, to make decisions on policy and practice, and to have an understanding of the issues facing front line practitioners.

We are sure that we will benefit greatly from your knowledge and expertise in developing safeguarding across Darlington and be assured that safeguarding arrangements are sound and effective. Should you require any more information, please do not hesitate to contact the Safeguarding Boards Business Unit.



**Ann Baxter**

**Independent Chair DSAPB**



**Simon Hart**

**Independent Chair DSCB**

## **PART 1: Darlington Safeguarding Children Board (DSCB)**

### **Legislation**

[Working Together to Safeguarding Children 2018](#) describes the minimum statutory functions of the DSCB.

Section 13 of the [Children Act 2004](#) outlines the requirement for Darlington Borough Council to establish the DSCB and the organisations and individuals that should be represented

### **Statutory objectives**

1. [Section 14 Children Act 2004](#) outlines the statutory objectives of the DSCB:
  - (a) To co-ordinate 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 each such person or body for those purposes.
  
2. The functions of the DSCB are outlined in [Regulation 5 of the Local Safeguarding Children Board Regulations 2006](#) :
  - (a) Developing policies and procedures for safeguarding and promoting the welfare of children in Darlington including policies and procedures relating to:
    - the action to be taken when there are concerns about a child's safety or welfare and the thresholds for intervention
    - training of persons who work with children or in services affecting the safety and welfare of children
    - recruitment and supervision of people who work with children
    - investigation of allegations concerning people who work with children
    - safety and welfare of children privately fostered
    - co-operation with neighbouring children's services authorities and their Board partners
  - (b) Communicating to persons and bodies in the area of the Local Authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so.
  - (c) Monitoring and evaluating the effectiveness of what is done by the authority and Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve
  - (d) Participating in the planning of services for children in Darlington
  - (e) Undertaking reviews of serious cases and advising DBC and Board partners of lessons to be learned.
  
3. In order to fulfil its statutory functions under Regulation 5 the DSCB will use data and as a minimum should :

- assess the effectiveness of the help being provided to children and families including early help
  - assess whether DSCB partners are fulfilling their statutory obligations
  - quality assure practice including conducting joint audits of case files involving practitioners and identifying lessons to be learned
  - monitor and evaluate the effectiveness of training including multi-agency training to safeguard and promote the welfare of children
4. DBC and Board partners will provide DSCB with data to enable it to fulfil its statutory functions effectively.
  5. DSCB does not commission or deliver direct front line services but does provide training locally. <sup>1</sup> Whilst DSCB does not have the power to direct other organisations it has a role in making clear where improvement is needed. Each Board partner retains their own existing line of accountability.

## Structure and Governance

The structure of DSCB and its governance arrangements are outlined in [The Constitution](#) and [Darlington Safeguarding Children's Board Pledge](#).

DSCB has three core duties:

1. To publish a **strategic plan** for each financial year that sets how it will meet its main objective and what the members will do to achieve this. The plan must be developed with local community involvement
2. To publish an **annual report** detailing what the DSCB has done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any safeguarding adults reviews and subsequent action
3. To conduct any **Serious Case Reviews (SCR)** in accordance with Section 44 of the Children Act 2015

All of this information is accessible via the [Darlington Safeguarding Boards website](#).

## DSCB Vision

The Darlington Safeguarding Children Board operates within the One Darlington Partnership Framework with a specific focus on safeguarding with the specific aim of ensuring all children and young people in Darlington feel safe and grow up to be confident adults.

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<sup>1</sup> [See Darlington Safeguarding Boards' charging policy](#)

## DSCB Mission

Safeguarding is everyone's business and everyone works together to protect children and young people from harm and promote their welfare which allows them to become confident adults.

## DSCB Priorities

The key priorities for the DSCB for 2017-2020 are as follows:

1. DSCB ensures effective arrangements that enable children, young people and their families to access appropriate Early Help support when first identified and this support is well coordinated
2. DSCB ensures effective arrangements are in place to protect children from neglect, abuse and child sexual abuse
3. DSCB ensures partners work together to protect children from harm and ensure that the voice of the child is evident in all multi-agency work.

## Membership of DSCB

S 13 [Children Act 2004](#) states that the following organisations must be represented on the Board:

- Darlington Borough Council
- Chief Officer of Durham Constabulary
- National Probation Service and Community Rehabilitation Company
- NHS England and Darlington Clinical Commissioning Groups
- County Durham and Darlington NHS Foundation Trust (CDDFT)
- Harrogate District NHS Foundation Trust (HDFT)
- Tees Esk and Wear Valley NHS Foundation Trust (TEWV)
- Cafcass

DSCB appoints two lay members who represent the local community and also ensures that schools and colleges are represented on the Board.

DSCB may cooperate with any other organisation which is considered appropriate and relevant.

### The membership of the Board is as follows (correct as of July 2018):

Agency	Name	Job Title	Membership
Safeguarding Boards	Simon Hart	Independent Chair	Independent
Clinical Commissioning Group (CCG)	Diane Murphy	Vice Chair	Member
Safeguarding Boards	Kevin Buckle	Lay Member	Member
Safeguarding Boards	Glenis Harrison	Lay Member	Member
Darlington Borough Council	Suzanne Joyner	Director of Children and Adult Services	Member
	Jane Kochanowski	Assistant Director for Children's Services	Member

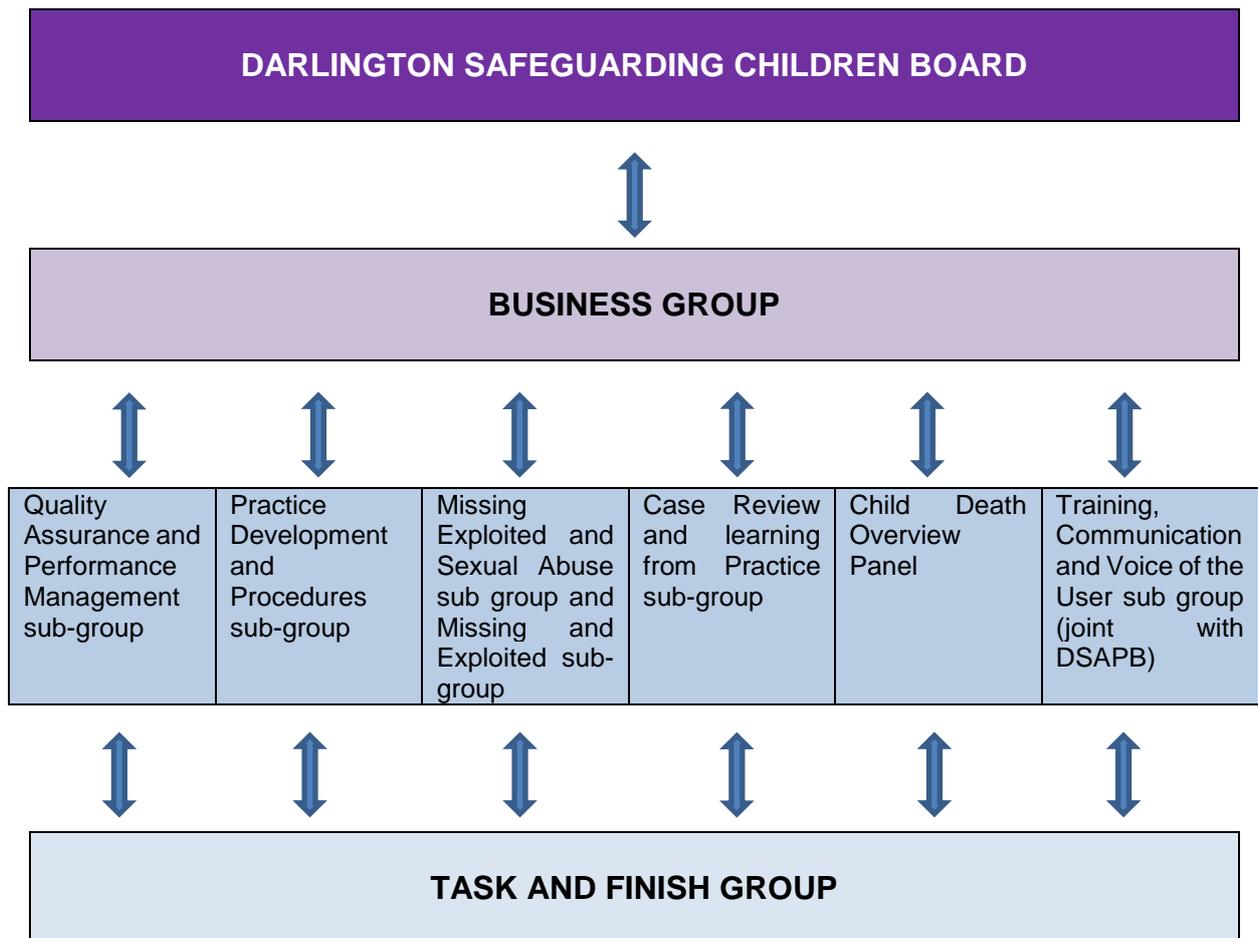
	Christine Shields	Assistant Director Commissioning, Performance and Transformation	Member
	Paul Wildsmith	Managing Director	For Information
	Councillor Hughes	Lead Member Children and Young People	Observer
	Nicola White	Principal Lawyer	Advisor
	Yvonne Coates	Head of First Contact and Locality Services	Member
NHS England	Sharon Haggerty	Deputy Director of Nursing	Member
	David Charlesworth	Quality Manager	Deputy
CAFCASS	Patrick Lynn	Service Manager	Member
Further Education (Darlington College)	Carole Todd	Deputy Principal	Member
	Julie Davison	Student Liaison Manager	Deputy
Education (Independent) Priory Education	Claire Blackett	Head Teacher	Member
Education (Academy) Hummersknott Academy	Kay Kelly	Vice Principal	Member
Education (non- maintained special school) Education Village	Gemma Elysee	Assistant Head Teacher Beaumont Hill Academy	Member
Lingfield Education Trust	Nick Blackburn	Chief Executive	Member
Durham Constabulary	David Ashton	Detective Superintendent	Member
	Steve Chatterton	Detective Inspector	Deputy
Clinical Commissioning Group (CCG)	Diane Murphy	Director of Nursing and Quality	Member
	Heather McFarlane	Designated Nurse	Advisor
	Nicola Cleghorn	Designated Doctor	Advisor
County Durham and Darlington NHS Foundation Trust (CDDFT)	Jason Cram	Associate Director of Nursing for Patient Experience and Safeguarding	Member
Harrogate District NHS Foundation Trust (HDFT)	Elizabeth Maddick	Service Manager 0-19 Services	Member
	Karen Watson	Named Nurse	Deputy
Community Rehabilitation Company (CRC)	John Graham	Director of Operations	Member
NPS	Maureen Gavin	Head of Co Durham NPS	Member
	Karen Agar	Associate Director of Nursing	Member

Tees Esk and Wear Valleys NHS Foundation Trust (TEWV)	Nicki Smith	Named Nurse Safeguarding Children	Deputy
Public Health	Miriam Davidson	Director	Advisor
	Ken Ross	Public Health Principal	Deputy
North East Ambulance Service (NEAS)			Memorandum of Understanding (MOU)
British Transport Police			Memorandum of Understanding (MOU)
Safeguarding Boards	Hannah Fay	Business Support Officer	Support
	Marian Garland	LADO/Development Officer	Support
	Amanda Hugill	Interim Business Manager	Support

### Frequency of meetings and Quoracy

Meetings of the DSCB take place every two months. The quorum for meetings is at least three of the partner organisation representatives. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate. The Safeguarding Boards Joint Business Unit monitors attendance at Board and sub-group meetings. At each meeting all members must declare any interests where relevant.

## Link between the Board and the Sub-groups



The table above demonstrates the link between the Board, the Business Group and the seven sub-groups. The sub-groups are the delivery mechanism of the Board's priorities. The sub-groups meet on a bi-monthly basis with the exception of the Quality and Performance sub-group which meets quarterly and the Missing and Exploited Group (MEG) which is the operational arm of the Missing Exploited and Sexual Abuse sub-group meets monthly. Occasionally task and finish groups are arranged to complete time specific tasks. The quorum for meetings is at least three of the partner agency representatives. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate.

The Business Group acts as an interface between the Board and the sub-groups and supports the strategic work of the Board. The membership is comprised of the Chairs of each sub-group the Business Manager who chairs the group and one Lay Member. The Business Group meets at least once between the bi-monthly Board meetings.

**Chairs and Vice Chairs of the sub-groups (correct as of July 2018):**

<b>Sub-group</b>	<b>Role</b>	<b>Name</b>	<b>Agency</b>
Case Review and Learning from Practice Subgroup	Chair:	Heather McFarlane	CCG
	Vice Chair:	Vacant	
Quality Assurance and Performance Management Subgroup	Chair:	Jason Cram	CDDFT
	Vice Chair:	Paula Moorcock	DBC
Practice Development and Procedures Subgroup	Chair:	Karen Agar	TEWV
	Vice Chair:	Sarah Neale	HDFT
Missing, Exploited and Sexual Abuse Subgroup	Chair:	David Ashton	Durham Constabulary
	Vice Chair	Jean Langthorne	DBC
Missing and Exploited Operation Group	Chair:	Claire Footes	Durham Constabulary
	Vice Chair	Jean Langthorne	DBC
Training, Communications, Engagement and Voice of the User sub-group (Joint with DSAPB)	Chair:	Christine Shields	DBC
	Vice Chair:	Joanna Conway	DBC
Child Death Overview Panel (Joint with DCC)	Chair	Mike Lavender	DCC
Business Group	Chair	Amanda Hugill	Business Unit

## Part 2: Darlington Safeguarding Adults Partnership Board (DSAPB)

### Legislation

DSAPB has been in existence since 2007, but the implementation of the [Care Act 2014 and Care and Support Statutory Guidance](#) created a statutory requirement with similar functions to those of the DSCB, bringing closer scrutiny to safeguarding arrangements for adults in Darlington.

### Statutory Guidance

[Section 14.2 Care Act 2014 and Statutory Guidance](#) states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect

Safeguarding requires collaboration between partners in order to create a framework of inter-agency arrangements. DSAPB and its partners collaborate and work together as set out in the co-operation duties in the Care Act 2014 and in doing so consider the wishes and feelings of the adult at risk and/or their advocate or representative.

There are six key principles that support good inter agency Adult Safeguarding and the following key principles of Making Safeguarding Personal (MSP) are embedded in the [Care and Support Statutory Guidance](#) issued under the Care Act 2014

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

### Structure and Governance

[The Terms of Reference and Governance Arrangements](#) for the DSAPB outline the structure and governance of DSAPB.

The DSAPB coordinates and seeks assurance of the effectiveness of adult safeguarding throughout Darlington and promotes the safety and wellbeing of adults at risk of abuse and neglect.

The main objective of the DSAPB is to seek assurance that local safeguarding arrangements and partners act to help and protect adults in its area who meet the following criteria where an adult:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect

Darlington Borough Council established the DSAPB in 2007. The Care Act 2014 created a legal requirement to establish a Safeguarding Adult Board with the following statutory agencies being representatives on the DSAPB as a minimum:

- Darlington Clinical Commissioning Group (DCCG)
- Durham Constabulary
- Darlington Borough Council

DSAPB has a strategic role and coordinates what is done by each person or body represented on the Board and ensure the effectiveness of what is done for the purpose of safeguarding adults with care and support needs who are at risk of abuse and neglect in Darlington.

It is important that DSAPB partners feel able to challenge each other and other organisations where it believes that their actions or inactions are increasing the risk of abuse or neglect. This will include commissioners, as well as providers of services.

The DSAPB has three core duties:

1. To publish a **strategic plan** for each financial year that sets how it will meet its main objectives and what the members will do to achieve this. The plan is developed with local community involvement, and DSAPB consults Healthwatch Darlington. The plan is developed using evidence and makes use of all available intelligence from partners
2. To publish **an annual report** detailing what DSAPB has done during the year to achieve its main objectives and implement its strategic plan and what each member has done to implement the strategy as well as detailing the findings of any safeguarding adults reviews and subsequent action
3. To conduct any **Safeguarding Adults Review (SAR)** in accordance with Section 44 of the Act

## **DSAPB Vision**

The vision of the DSAPB is to ensure that Darlington is an increasingly safer place for adults at risk of abuse and neglect.

## **DSAPB Mission**

1. to tell people how to get help about abuse if they are worried
2. to provide information by talking to people, providing leaflets and putting information online
3. make sure that people are supported in making their own decisions

4. listen to people and their families so that they are treated with respect and dignity
5. check that those who look after people do their job well
6. work with organisations to help people who are abused or neglected
7. check that advocates are provided
8. feedback so things can be done better in future
9. check that adults feel as safe as they want to be

## Priorities

The DSAPB has adopted the six **key principles** of the Care Act 2014 as its strategic priorities:

1. **Empowerment:** People being supported and encouraged to make their own decisions and informed consent
2. **Prevention:** It is better to take action before harm occurs
3. **Proportionality:** The least intrusive response appropriate to the risk presented
4. **Protection:** Support and representation for those in greatest need.
5. **Partnership:** Local solutions through services working with their communities  
Communities have a part to play in preventing, detecting and reporting neglect and abuse
6. **Accountability:** Accountability and transparency in delivering safeguarding

## Membership

The following organisations are DSAPB statutory partners in accordance with S 14.145 [Care Act 2014 and Statutory Guidance](#)

- Darlington Borough Council
- Darlington Clinical Commissioning Group (CCG)
- The Chief Officer of Durham Constabulary

DSAPB may cooperate with any other organisation it considers appropriate and relevant.

**The membership of the DSAPB is as follows (correct as of October 2017):**

Agency	Name	Job Title	Membership
Safeguarding Boards	Ann Baxter	Independent Chair	Independent
Tees Esk and Wear Valleys NHS Foundation Trust (TEWV)	Karen Agar	Associate Director of Nursing	Vice Chair
Safeguarding Boards	Alex Taylor	Lay Member	Member
Safeguarding Boards	Steven Tait	Lay Member	Member
Darlington Borough Council	Suzanne Joyner	Director of Children and Adult Services	Member

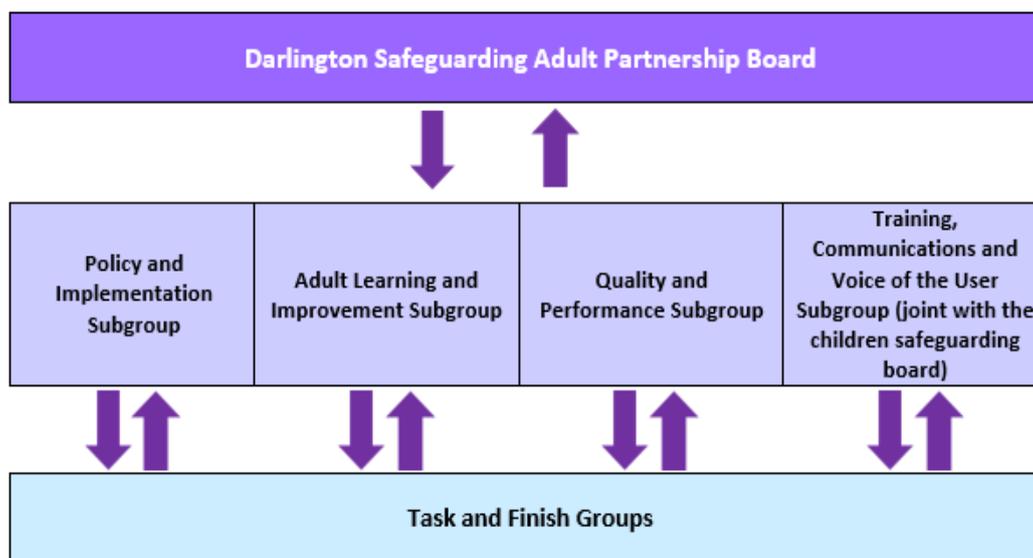
	James Stroyan	Assistant Director Adult Social Care	Member
	Christine Shields	Assistant Director Commissioning, Performance and Transformation	Member
	Councillor Richmond	DBC member	Member
	Miriam Davidson	Director of Public Health	Advisory
	Pauline Mitchell	Assistant Director Housing and Building Services	Member
	Nicola White	Principal Lawyer	Member
	Kevin Kelly	Head of Service Adult Social Care	Sub-group Chair
Durham Constabulary	DCI Steve Thubron	Detective Chief Inspector	Member
	Steve Chatterton	Detective Inspector	Deputy
Clinical Commissioning Group (CCG)	Diane Murphy	Director of Nursing and Quality	Member
	Melanie Hesketh	Designated Nurse Safeguarding Adults	Member
	Bev Walker	Safeguarding Adult Lead	Sub-group Chair
Co Durham and Darlington NHS Foundation Trust (CDDFT)	Jason Cram	Associate Director of Nursing for Patient Experience and Safeguarding	Member
	Mike Egan	Safeguarding Lead Nurse	Member
Community Rehabilitation Company (CRC)	John Graham	Director of Operations	Member
National Probation Service (NPS)	Maureen Gavin	Head of Co Durham NPS	Member
Tees Esk and Wear Valleys NHS Foundation Trust (TEWV)	Karen Agar	Associate Director of Nursing	Member/Vice Chair
County Durham and Darlington Fire and Rescue Service	Steve Wharton	Group Manager	Member
Healthwatch	Diane Lax	Development Manager	Member
Care Quality Commission (CQC)	Jean Pegg	Inspection Manager	Member
North East Ambulance Service (NEAS)	Karen Arkle	Named Professional for Safeguarding Vulnerable Groups	Memorandum of Understanding (MOU)

NHS England	Sharon Haggerty	Director of Nursing	Memorandum of Understanding (MOU)
Safeguarding Business Unit	Boards	Marian Garland	LADO/Development Officer
		Amanda Hugill	Interim Business Manager
		Hannah Fay	Business Support
			Support
			Support

### Frequency of meetings and Quoracy

Meetings of the DSAPB take place every two months. The quorum for meetings is at least four members from three partner organisations. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate. The Safeguarding Boards Joint Business Unit monitors attendance at Board and sub-group meetings. At each meeting all members must declare any interests where relevant. The Board will undertake no more than two development days per year.

### The link between the Board and the sub-groups



The table above demonstrates the link between the Board and the four sub-groups. The four sub-groups are the delivery mechanism of the Board's priorities. The sub groups meet on a bi-monthly basis with the exception of the Quality and Performance sub-group which meets quarterly. Occasionally task and finish groups are arranged to complete time specific tasks. The quorum for meetings is at least three of the partner agency representatives. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate.

**Chairs and Vice Chairs of the sub-groups (correct as of July 2018):**

<b>Sub-group</b>	<b>Role</b>	<b>Name</b>	<b>Agency</b>
Adult Learning and Improvement Subgroup	Chair:	Bev Walker	CCG
	Vice Chair:	James Stroyan	DBC
Quality and Performance Subgroup	Chair:	Kevin Kelly	DBC
	Vice Chair:	Vacant	
Policy and Implementation Subgroup	Chair:	Mike Egan	CDDFT
	Vice Chair:	Melanie Hesketh	CCG
Training, Communication, Engagement and Voice of the User sub-group (Joint with DSCB)	Chair	Christine Shields	DBC
	Vice Chair	Joanna Conway	DBC

## Part 3: Roles and Responsibilities

### Role of the Safeguarding Boards' Joint Business Unit

The Independent Chairs are supported by the Safeguarding Boards' Joint Business Unit which supports collaborative working between the DSCB, DSAPB and other strategic partnerships for example the Community Safety Partnership (CSP) and the health and Wellbeing Board (HWBB).

The Business Unit is responsible for supporting both the DSCB and DSAPB and the Independent Chairs to coordinate the work of the Boards. The Business Unit also ensures the effectiveness of the Boards' business processes as follows:

- **The Business Support Officer** ensures that bi monthly Board meetings and sub- group meetings and case review meetings are scheduled, agenda and minutes are circulated in accordance with the timescales, and quorate attendance is monitored and that training records are maintained for reporting requirements
- **The Business Manager** supports the Independent Chairs and provides a link between the Boards and other strategic groups across the partnership and develops and monitors the Boards' Business plans
- **The Development Officers** support the sub-groups and the sub-group Chairs and Board members, monitor changes to legislation and ensure that local policies and procedures are up to date and effective and support serious case review learning, the performance management framework and training and communication and the missing and exploited groups. The Business Unit and the Development Officers also support the Strategic Child Death Overview Panel (CDOP).
- **The Multi-Agency Safeguarding Trainer** prepares and delivers safeguarding training modules across the partnership, monitors the attendance at and effectiveness of the training and produces an annual report.

The Joint Business Unit provides support to all Board members and contact details are below:

Amanda Hugill	Safeguarding Boards' Interim Business Manager	<a href="mailto:amanda.hugill@darlington.gov.uk">amanda.hugill@darlington.gov.uk</a>	01325 406450
Hannah Fay	Business Support Officer	<a href="mailto:hannah.fay@darlington.gov.uk">hannah.fay@darlington.gov.uk</a>	01325 406452
Marian Garland	Development Officer/Designated Officer	<a href="mailto:marian.garland@darlington.gov.uk">marian.garland@darlington.gov.uk</a>	01325 406451
Chris Ashford	Multi-Agency Safeguarding Trainer	<a href="mailto:chris.ashford@darlington.gov.uk">chris.ashford@darlington.gov.uk</a>	01325 406453

## **Role of the Independent Chair and Vice Chair**

The Chairs of both Boards are independent of all partner organisations and are appointed by the Chief Executive of DBC and at least two full members of the Boards. The term of office for the appointed Chairs is three years. The Chief Executive, in conjunction with Board partners and the Lead Member, will hold the Chairs to account for the effective working of the Boards.

The Chairs of both Boards publish an annual report on the effectiveness of safeguarding and the reports are submitted to the Chief Executive, the Leader of DBC, the Police and Crime Commissioner, the Chair of the Health and Wellbeing Board and the Darlington Clinical Commissioning Group.

The Vice Chairs are nominated and appointed by the Boards from within their membership. The appointment is confirmed by a vote of at least fifty per cent of the attending quorate membership plus one. In the absence of the Chair the Vice-Chair assumes the authority and responsibilities of the Chair role in all respects. Any actions undertaken by the Vice-Chair must be reported to the Chair as soon as possible. The period of office for the Vice-Chair is one year.

## **Role and key duties of Board Members**

Both Boards expect membership to be at a senior level and members should hold a strategic position within their organisation with respect to safeguarding and promoting the welfare of children and adults with care and support needs.

Board members and members of the sub-groups are expected to prioritise attendance at Board meetings, sub-group meetings, task and finish groups and extraordinary meetings and must ensure the attendance of a named and fully briefed deputy for meetings where the main representative is unable to attend.

Each Board member should have a nominated deputy to attend Board meetings in his/her absence. The Board expects that deputies will carry out the roles and responsibilities in the same way as the member. Deputies should have the necessary expertise to both represent their agency as outlined above and to understand the Boards' priorities.

The Boards' aim is consistency and continuity and substitution should only be used in response to exceptional circumstances. Agency attendance is monitored and reported in the Annual Reports. If an agency is not represented at two consecutive Board meetings, a formal letter will be sent to the Lead Officer of the agency from the Independent Chair to advise of the absence and ask if current representation arrangements are appropriate. All Board and sub-group agendas and minutes contain a running record of attendance enabling trends to be made clear and also to facilitate collation of annual performance data more efficient.

Board members must be able to:

- Speak for their organisation with authority
- Hold their organisation to account
- Commit their organisation to policy and practice

- Take responsibility for ensuring that arrangements for the funding of the Board are addressed within their own agencies and with reference to S 15 of the Children Act 2004 and the care Act 2014 and be able to commit to the allocation of resources and funding to enable the Boards to undertake their functions
- Ensure that there is an identifiable communication pathway between the Boards and their organisations workforce and their service users (children and young people and adults with care and support needs)
- Ensure that key performance indicators in relation to safeguarding within their agency are shared with the appropriate performance management group and that their agency provides detailed information and analysis in relation to these performance indicators as required.

Board members are expected to read the Board meeting agenda and papers in advance of the Board meeting, to be prepared and to contribute to meetings, to ask questions and to constructively challenge where appropriate. Members are expected to take ownership of issues and to be accountable for their actions and decisions.

The Boards may hold up to two development days each year to which members are expected to contribute. The purpose of the development days is to allow Board members to consider the Boards' partnership working arrangements, what is working well, what needs to change and contribute to the discussion and the forward planning of the future work of the Boards.

Board members are expected to provide assurance that they have undergone the appropriate safeguarding training and that they take responsibility for ensuring that professional development is maintained and that their knowledge of safeguarding is up to date. This assurance is provided via the biennial safeguarding audit and by sharing such data with the relevant Performance sub-group.

Lay Members are full members of the Board to which they are appointed and their role is to act as an independent voice, challenge Board partners appropriately and offer a wider perspective and understanding of the communities in Darlington. They will support public engagement in local safeguarding issues and contribute to an improved understanding of the work of the Safeguarding Boards in the community.

A Lay Member is appointed for three years and then will be subject to review. Lay Members are entitled to access multi-agency safeguarding training and will be advised of the training modules available during their induction process and are expected to attend the relevant Level 1 safeguarding training within three months of their appointment.

Upon appointment a Lay Member will be provided with and required to sign a copy of a confidentiality agreement which states the following:

*“The information held and shared by the Board and its partner agencies is subject to the Common Law of Confidentiality and as such you will be trusted with potentially sensitive information that should be treated in confidence and should therefore not under any circumstances be disclosed without prior written permission of the DSCB/DSAPB. The protection of personal information is paramount; you are therefore, bound by and must adhere to the Data Protection Act 1998.”*

## **Lead Council Member**

The Lead Council member attends the Boards' meetings as an observer. The Lead Council member is also a ward councillor who is an elected representative and is in a position to provide an invaluable link for communication and engagement with a significant sector of the community. In addition, the Lead Member provides political leadership for the effective coordination of work with other relevant agencies with safeguarding responsibilities.

## **Freedom of Information Act 2000 exemption**

The DSAPB and DSCB are not 'public authorities' and are therefore not subject to requests made under the Freedom of Information Act 2000. This allows the Boards to explore the strengths and areas which require improvement across the multi-agency partnership and support partners in addressing areas of concern and to challenge each other respectfully.

## **Professional Challenge**

When working in the arena of safeguarding it is inevitable that from time to time there will be disagreement. Whilst this is understandable and generally acceptable, it is vital that such differences do not affect the outcomes for children and adults with care and support needs. It is important that Board partners feel able to challenge each other and other organisations where it is believed that their actions are increasing the risk of abuse or neglect or that safeguarding practice is ineffective.

## **Governance and Management of Risk**

The [Constitution](#) outlines the governance arrangements for DSCB and the [Terms of Reference \(ToR\)](#) outline the governance arrangements for DSAPB. The Boards have a role in co-ordinating and ensuring the effectiveness of individuals and organisations work to safeguard children and adults at risk. It is not accountable for their operational work.

Each Board member retains their own existing lines of accountability for safeguarding and promoting the welfare of children and adults with care and support needs by their services. The Boards do not have a power to direct other organisations.

The Boards are required to maintain a risk management register which enables:

- The identification of risks associated with the achievement of the Board objectives.
- Mitigating factors to reduce/minimise the risks.
- Responsible Officer for the management of the risk.
- The reporting of risks and their management to the relevant Board.

## **Collaborative Working**

The Boards have effective links with the strategic partnerships and stakeholder groups. DSAPB and DSCB work with a number of partnerships (CSP and HWBB) and stakeholder groups in Darlington which are working to safeguard and promote the welfare of children, young people and to safeguard adults with care and support needs who maybe in vulnerable circumstances and at risk of abuse or neglect.

Collaborative working is promoted across both Boards to safeguard and promote the welfare of the whole vulnerable community as defined by Working Together 2018 and the Care Act 2014. This is achieved through joint audits between children and adult services, developing joint protocols and the Independent Chairs of both Boards and the Chairs of other strategic partnerships meet at least annually on relevant issues and to coordinate the Boards' priorities.

## **Confidentiality**

Members are expected to maintain the confidentiality of all children and young people and adults and their families at all times in both written and spoken contexts both within their professional work and while working on the business of the Safeguarding Boards. While it may be at time necessary at times within the learning from Practice and Case Review sub-groups and the Child Death Overview Panel (CDOP) for members to be aware of identities all published work will be anonymised and information redacted to ensure that confidentiality is maintained.

All agenda, minutes and other documentation and all proceedings of the Boards and sub-groups are confidential and can only be shared with the agreement of the Independent Chair of the Board and in accordance with the requirements of the [Data Protection Act 1998](#) and the [Safeguarding Boards Joint Multi Agency Information Sharing Protocol](#).

## **Sub-Groups of the Boards**

There are a number of sub-groups each of which support the work of the Boards. The purpose of each group is outlined below. Each has individual group has terms of reference which include purpose, objectives, frequency of meetings, membership, quoracy and confidentiality which are specific to the sub-group function. Sub-groups meet at least once between main Board meetings and provide an update report on their work at each main Board meeting. Sub-groups record their progress against action plans and any barriers or challenges to taking work programmes forward are reported to Board.

Each sub-group maintains individual work plans as directed by the respective Board's strategic plan and the Chair of each sub-group reports to Board on the progress of the group which includes highlighting risk issues. The Chair and Vice Chair are appointed by the members from within each sub-group.

## **1. Practice Development and Procedures sub-group (DSCB) and Policy and Implementation sub-group (DSAPB)**

The sub-groups have responsibility to continually review national legislation and government guidelines/recommendations and ensure that these are embedded in Darlington's policies, procedures and practice guidance.

## **2. Quality Assurance and Performance Management sub-groups (DSCB and DSAPB)**

The role of these sub-groups is to develop a clear understanding of the Safeguarding 'profile' of Darlington and how the respective agencies are performing to meet those needs. This group is responsible for reviewing data, trends, key performance indicators and the results of audits that have been carried out. The group thereby will quality assure practice through analysis of single agency and joint agency audit of case files and will identify good practice as well as areas where improvement is required.

## **3. The Training and Communication and 'Voice of the User' joint sub-group**

This is a joint sub- group shared between the DSAPB and DSCB and provides high quality training and development opportunities for the local workforce in relation to Safeguarding children, young people and adults at risk with the aim of developing practitioner's skills and knowledge in order to achieve better outcomes for service users. The group also seeks to ensure that the purpose and the work of The Boards is communicated to service users, practitioners and the wider community and that the Boards engage meaningfully with children, young people and adults and that we 'capture the voice of the user' and use this information to inform policies and procedures.

## **4. Learning from Practice and Case Review sub-group (DSCB) and Adult Learning and Improvement Group (DSAPB)**

These sub-groups review cases for a statutory or a discretionary Safeguarding Adult Review (SAR) or Serious Case Review (SCR). The groups also monitor and review local and national SARs, SCR, audits and single agency reviews to inform multi-agency practice in Darlington.

## **5. Missing, Exploited and Sexual Abuse sub-group (MESA)**

The Missing, Exploited and Sexual Abuse group is the strategic sub-group of the DSCB which has oversight of missing children, child sexual exploitation (CSE) and sexual abuse in Darlington. It focuses on meeting the needs of children and young people who go missing from home, care and education and those at risk of sexual exploitation and sexual abuse. The group leads on the production and implementation of multi-agency strategies, action plans, audits, policy, guidance and raising awareness.

## **6. Missing and Exploited Group (MEG)**

This is the operational group which is linked to the MESA. Its purpose is to assess compliance and practice with DSCB child protection procedures in respect of child sexual exploitation (CSE) and the Local Authority/Police operating procedures and discusses cases where identified children and young people may be at risk of CSE and recommends action where necessary.

## **7. Child Death Overview Panel (CDOP)**

This process is undertaken jointly by the Co Durham and Darlington CDOP and the overall purpose of County Durham and Darlington CDOP is to undertake a comprehensive and multi-disciplinary review of child deaths in order to better understand how and why children in County Durham and Darlington die and use the findings to take action to prevent other deaths and improve the health, safety and wellbeing of children and young people in County Durham and Darlington.

## **8. Business Group (DSCB)**

The Business Group acts as an interface between the DSCB and the DSCB sub-groups and supports the strategic work of the Board.

## **9. Time-limited Task and Finish Groups or extraordinary meetings**

On occasion the Board may identify the need to form task and finish groups to undertake a specific piece of work. These groups are often time-limited and are expected to deliver on time to the priority identified.

Extraordinary meetings are one off meetings for a specific purpose for example to consider a case for a Safeguarding Adult Review (SAR) or Serious Case Review (SCR) or in the event that a child dies unexpectedly.

## **10. Useful information**

NHS England has produced a [Guide to Adult Safeguarding](#) which provides useful information.

## Glossary

ALIG	Adult Learning & Improvement Group
CAFCASS	Children & Family Court Advisory and Support Service
CCG	Clinical Commissioning Group
CDDFT	County Durham and Darlington NHS Foundation Trust
CDOP	Child Death Overview Panel
CQC	Care Quality Commission
CRC	Community Rehabilitation Company
CSE	Child Sexual Exploitation
CSP	Community Safety Partnership
DBC	Darlington Borough Council
DSAPB	Darlington Safeguarding Adults Partnership Boards
DSCB	Darlington Safeguarding Children Board
HDFT	Harrogate District Foundation Trust
HWBB	Health & Wellbeing Board
LSCB	Local Safeguarding Children Board
MEG	Missing and Exploited Operational Group (children)
MESA	Missing and Exploited and Sexual Abuse (children)
MSP	Making Safeguarding Personal
NEAS	North East Ambulance Service
NPS	National Probation Service
SAB	Safeguarding Adults Board
SAR	Safeguarding Adult Review
SCR	Safeguarding Children Review
TEWV	Tees Esk and Wear Valleys NHS Foundation Trust
ToR	Terms of Reference

## References

- [Children Act 1989](#)
- [The Data Protection Act 1998](#)
- [Carers and Disabled Children Act 2000](#)
- [Children Act 2004](#)
- [Criminal Justice Act 2004](#)
- [Regulation 5 of the Local Safeguarding Children Board Regulations 2006](#)
- [The Care Act 2014 and Care and Support statutory Guidance](#)
- [Working Together to Safeguarding Children 2018](#)
- [DSAPB Terms of Reference](#)
- [DSCB Constitution](#)
- [Joint Safeguarding Boards Information Sharing Protocol](#)
- [The DSAPB Terms of Reference and Governance Arrangements](#)
- [Darlington Safeguarding Children's Board Pledge](#)
- [NHS England – a guide to adult safeguarding](#)

All information and reference to policy, legislation and procedure can be accessed from the [Safeguarding Boards website](#) on the Professional pages and the Multi Agency Policy and Procedure pages.

[DSCB Multi Agency Policy and Procedures](#)

[DSAPB Multi Agency Policy and Procedures](#)

## Contacts

You can contact the Safeguarding Boards Joint Business Unit on 01325 406451 or by e mail at [safeguardingboards@darlington.gov.uk](mailto:safeguardingboards@darlington.gov.uk) or secure e mail at [lscb@darlington.gcsx.gov.uk](mailto:lscb@darlington.gcsx.gov.uk)

For enquiries about multi agency training contact 01325 406452 or by e mail at [lscb.training@darlington.gov.uk](mailto:lscb.training@darlington.gov.uk)

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