



**Terms of Reference
for
Darlington Safeguarding Partnership**

(V6 January 2020)

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Introduction

This document outlines the Darlington Statutory Safeguarding Partner's response to establishing local safeguarding arrangements in accordance with the requirements of Working Together to Safeguard Children 2018. The new partnership encompasses Child and Adult Safeguarding arrangements. The new partnership will be known as **Darlington Safeguarding Partnership** (Protecting Children and Adults). The Safeguarding Partnership Arrangements for Darlington was implemented on 1st July 2019.

Statutory Requirements

Working Together to Safeguard Children 2018 requires the statutory partners to set out their arrangements to work together with relevant agencies (as considered appropriate) to safeguard and protect the welfare of children in the area. The legislation states that a statutory safeguarding partner in relation to a local authority area in England and Wales, is defined by the Children Act 2004 (as amended by the Children and Social Work Act 2017) as:

- the Local Authority
- the Clinical Commissioning Group for an area, any part of which falls within the local authority area
- the Chief Officer of Police for an area, any part of which falls within the local authority area

The Care Act 2014 and Statutory Guidance requires that the local arrangements for safeguarding ensure that the partnership works effectively to protect adults with needs for care and support from abuse and neglect. It requires the establishment of a Safeguarding Adult Board (in Darlington, this is the Darlington Safeguarding Partnership in accordance with the joint safeguarding arrangements), with representation being the same statutory agencies as required under the new partnership arrangements for children.

The new arrangements provided an opportunity to work together differently and to strengthen partnership working across adults and children to promote a 'whole family approach' to safeguarding which will improve outcomes for children, adults and families.

Key Statutory Leads

The key leads from the Statutory Partners in Darlington are:

- Darlington Clinical Commissioning Group: Gillian Findlay, Director of Nursing.
- Durham Constabulary: Adrian Green, Detective Chief Superintendent.
- Darlington Borough Council: Suzanne Joyner, Director of Children and Adult Services.

Purpose

The Darlington Safeguarding Partnership is the key statutory mechanism for agreeing how the Statutory Safeguarding Partners and Relevant Agencies (see Appendix 1) will cooperate to safeguard and promote the welfare of children and adults with needs for care and support in Darlington and ensure the effectiveness of safeguarding practice in Darlington.

The Statutory Safeguarding Partners have a statutory obligation to establish and support the operation of the Darlington Safeguarding Partnership.

The Darlington Safeguarding Partnership has a focus on safeguarding, to ensure that children and adults with needs for care and support are protected from abuse and neglect and their welfare promoted.

Vision

The Darlington Safeguarding Partnership's vision for the Children and Adult Safeguarding Arrangements will ensure;

'Darlington is a place where children and adults live their lives safely'

Scrutiny and Assurance

Partnership Assurance

Darlington Safeguarding Partnership will allow for an environment which agrees to constructive challenge and scrutiny.

The culture of challenge and accountability is embedded within the Partnership's **Professional Challenge Procedure**.

Through the sub group structure, the Multi-Agency Safeguarding Partnership Group (in addition to the role of the Independent Scrutineer) will:

- seek assurance of whether all agencies are fulfilling their responsibilities to safeguarding and promoting the welfare of children and adults
- draw on the skills, knowledge and experience of all through collaborative and reflective approaches
- have assurance of whether all agencies are joined up and working together to safeguard and promote the welfare of children and adults
- test the interconnectedness between performance, practice and the voice of the child, young person and family and/or Making Safeguarding Personal, in respect of adults with care and support needs.

Any areas of concern will be escalated to the Statutory Safeguarding Partners.

Statutory Safeguarding Partners and Relevant Agencies

Statutory Safeguarding Partners

The Statutory Partners have equal and joint responsibility for local safeguarding arrangements, underpinned by equitable and proportionate funding including contributions from relevant agencies.

The Statutory Safeguarding Partners should agree on ways to coordinate safeguarding services and act as a strategic leadership group in supporting and engaging relevant agencies and implementing local and national learning from Serious Child Safeguarding Incidents and

Safeguarding Adult Reviews. The strategic role and responsibilities of the Statutory Safeguarding partners are as follows:

- oversight of the provision of safeguarding services for children and adults in Darlington
- ensuring that the Darlington Safeguarding Partnership works effectively to protect and safeguard children and adults with needs for care and support
- prevention of abuse and neglect
- ensure early identification and analysis of new safeguarding issues and emerging threats
- ensure information is shared effectively to facilitate more accurate and timely decision making for children, families and adults with need for care and support
- quality assurance and performance monitoring
- collation of multi-agency performance data
- learning and improvement processes including Child Safeguarding Practice Reviews and Safeguarding Adult Reviews
- ensure learning is promoted and embedded across the partnership

The Statutory Safeguarding Partners will meet regularly to direct and drive forward the work of the Partnership, ensuring the vision is upheld and they will monitor and scrutinise delivery of the Strategic Plan and agree priority actions.

The Statutory Safeguarding Partners will commission the Multi-Agency Safeguarding Partnership Group, to ensure the priority areas of the Strategic Plan are delivered and ensure effective scrutiny arrangements are in place.

The meetings will be chaired by one of the key partners and will also include an Independent Scrutineer/Chair.

Minutes of meetings will be shared with members of the Multi-agency Safeguarding Partnership Group meeting for information and there will be an open invitation for senior leaders from across the relevant agencies to come to the meetings of Statutory Partners throughout the year.

Relevant Agencies

Relevant Agencies are those organisations which the Statutory Safeguarding Partners consider may be required to safeguard and promote the welfare of children and adults with needs for care and support, with regard to local need. The Statutory Safeguarding Partners and the Relevant Agencies will form the Darlington Safeguarding Partnership.

The Relevant Agencies identified are set out in **Appendix 1**.

The purpose of the Darlington Safeguarding Partnership is to support and enable local organisations to work together in a system where:

- children and adults with needs for care and support are safeguarded and their welfare promoted
- partner organisations collaborate, and share a vision of how to achieve improved outcomes for children and vulnerable adults

- organisations challenge appropriately and hold others to account
- there is early identification of emerging safeguarding issues and threat
- learning is promoted and embedded to enable local services for children, adults and families to be reflective and implement change to practice
- information is shared effectively to facilitate accurate and timely decision making for children and families

The Darlington Safeguarding Partnership arrangements will engage local organisations to collaborate and provide targeted support to children and families and adults with needs for care and support.

Strategic Partnerships

To be effective, safeguarding arrangements should link to other strategic partnerships.

A local **protocol** is in place which identifies how the following strategic boards/partnerships will link in with the Darlington Safeguarding Partnership.

- a) Darlington Health and Wellbeing Board
- b) Darlington Community Safety Partnership Board and Domestic Abuse, Sexual Violence Executive Group (DASVEG)
- c) Darlington Multi-Agency Public Protection Arrangements Strategic Board (MAPPA)

To ensure that leadership and accountability for issues of common interest are clear, each Board has its own governance and priorities. The protocol promotes effective ways of working to deliver the strategic outcomes, reflecting that safeguarding is everyone's business.

Structure

A structure chart is attached at **Appendix 2**.

The structure chart has been developed to provide an inclusive model. The diagram demonstrates each layer of the Darlington Safeguarding Partnership which will enable all organisations to be fully involved. The Statutory Partners will ensure there is full representation from all relevant organisations on the Multi-Agency Safeguarding Partnership Group, sub groups and working groups.

Darlington Safeguarding Partnership will ensure the voice of children and adults is heard throughout each layer of the structure.

Multi-Agency Safeguarding Partnership Group

The Multi-Agency Safeguarding Partnership Group will have a wide membership of Relevant Agencies including schools, probation services and health providers.

The Statutory Safeguarding Partners will attend the Multi-Agency Partnership Group meetings, however there should be no expectation that they are always able to attend and if not have agreed they will field their most senior officer from within their organisation. An

Independent Scrutineer/Chair will be appointed, who will be employed by Darlington Borough Council for the purpose of fulfilling this function. The Independent Scrutineer/Chair will provide the lead, to critically challenge and hold respective agencies to account.

The members (Relevant Agencies) of the Darlington Safeguarding Partnership are representatives at a senior level from the following organisations:

- Darlington Borough Council
- Lead Member (Darlington Borough Council)
- Lay Members
- Darlington Clinical Commissioning Group (DCCG)
- Durham Constabulary
- National Probation Service (NPS)
- Durham Tees Valley Community Rehabilitation Company (CRC)
- County Durham and Darlington Fire and Rescue Service
- NHS England is represented by the Clinical Commissioning Group
- County Durham and Darlington NHS Foundation Trust (CDDFT)
- Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV)
- Care Quality Commission (CQC)
- Healthwatch Darlington
- CAF/CASS
- Education
- Early Years
- Voluntary Organisations

Additional members from other relevant agencies as identified in Appendix 1 may also be invited. The Multi-Agency Safeguarding Partnership Group will meet four times in the first year, with a flexible approach for current and identified priorities. Frequency of the meetings will be reviewed annually. Meetings will be themed around agreed local and national safeguarding priorities and areas identified through data and performance, to provide a learning model-based meeting that is focussed on outcomes. The group will be chaired by the Independent Scrutineer/Chair.

Multi-Agency Safeguarding Partnership Group members are individuals able to speak for their organisation with authority and are of sufficient senior position to hold their organisation to account. Where a Partnership member is unable to attend a Partnership meeting, they must aim to be represented by a suitable deputy. This should be in exceptional circumstances only.

The Lead Member for Children's Services and the Lead Member for Adult Services will be members of the Multi-Agency Safeguarding Partnership Group, to ensure fulfilment of their statutory roles in safeguarding and to enable further scrutiny on the wider partnership activity. This will support the Statutory Safeguarding Partners in objectively ensuring effective scrutiny arrangements.

Two lay members will be appointed to help make links between the partnership, community groups and the general public to support stronger public engagement in local child and adult safety issues and contribute to an improved understanding of the Partnership's remit. The lay

members will also provide independent challenge to organisations on the effectiveness of their services in relation to safeguarding.

The quorum for meetings is at least four members from three partner organisations. the Chair (or Vice Chair) must be in attendance. The Safeguarding Partnership Business Unit will monitor attendance at the Multi-Agency Safeguarding Group and escalate non-attendance where appropriate to the Lead Officer of the agency.

Independent Scrutineer/Chair

The Independent Scrutineer/Chair has been appointed by the Statutory Safeguarding Partners.

The role of the Independent Scrutineer/Chair is to provide leadership, coordination, support and scrutiny to all organisations within Darlington Safeguarding Partnership and to ensure transparency and accountability. The Independent Scrutineer/Chair will also ensure partnership activity is aligned with national policy requirements and best practice, ensuring safeguarding procedures are embedded in all organisations and that equality and diversity issues are addressed in all the Partnership's work.

The Independent Scrutineer/Chair must be of sufficient standing to provide robust scrutiny and must have no other significant engagement with local agencies. The Independent Scrutineer/Chair will ensure that the safeguarding arrangements are robust and consistent with current Working Together to Safeguard Children 2018 Guidance and the Care Act 2014 and that learning, evidence, research and community engagement inform policy and practice.

The Independent Scrutineer/Chair will be paid an agreed daily fee and undertake the role for a period of up to three years, subject to an Annual Review by the Statutory Safeguarding Partners.

The Independent Scrutineer/Chair will be independent from the Statutory Safeguarding Partners and will have expertise in child and/or adult safeguarding and an understanding of local need and effective partnerships.

The Independent Scrutineer/Chair will:

- a) consider how well the Statutory Safeguarding Partners are providing strong and effective leadership, and agree with them how this will be reported
- b) report to the Statutory Safeguarding Partners
- c) chair the Multi-Agency Safeguarding Partnership Group
- d) contribute to the Safeguarding Partnership's annual report
- e) review audits and performance data, including safeguarding self-assessment audit activity
- f) determine the effectiveness of arrangements to identify and review Serious Child Safeguarding cases and Safeguarding Adult Reviews
- g) be involved in the escalation and conflict resolution process
- h) have a direct line of sight to frontline practice, through practitioner forums
- i) support culture change throughout the Partnership to embed scrutiny as a positive process with learning as its outcome.

- j) listen to the experiences of children, young people, adults with care and support needs and their families, to ascertain how effectively local arrangements are working for them. The Independent Scrutineer/Chair will be subject to an annual appraisal with the Director of Children and Adult Services and the Chief Executive of Darlington Borough Council. Partnership members will have the opportunity to contribute to the process.

Vice Chair arrangements are to be determined.

Independent Scrutineer/Chair's action and decision-making

Decisions will be made by consensus wherever possible. Should a consensus not be reached, a vote may be called, and the decision carried by the majority of those present. Voting will be restricted to a representative from each agency present at the Partnership meeting. The Independent Scrutineer/Chair of the Partnership will have the casting vote.

Issues requiring decisions by the Independent Scrutineer/Chair between meetings and which do not require a special (extraordinary) meeting to be convened, will be made by the Independent Scrutineer/Chair. These decisions will be submitted for ratification at the next Partnership meeting.

Accountability of Independent Scrutineer/Chair to the Partnership

There is an expectation that the Statutory Safeguarding Partners receive regular updates of the progress of the Darlington Safeguarding Partnership and any challenges. The Partnership's Business Manager and Independent Scrutineer/Chair will meet with the Statutory Partners for that purpose.

The Darlington Safeguarding Partnership Terms of Reference will be reviewed in the first year, as it is expected the arrangements will evolve. It will then be reviewed every three years or in line with the appointment term of the Independent Scrutineer/Chair.

Amendments can be made to this Terms of Reference as necessary by representation to the Multi-Agency Safeguarding Partnership Group meeting.

Extraordinary meetings

- The Independent Scrutineer/Chair may call an extraordinary meeting at any time in response to specific or exceptional circumstances arising outside of ordinary Partnership business
- A Darlington Safeguarding Partnership member may contact the Business Manager to call an extraordinary meeting, and the Independent Scrutineer/Chair will decide if this is required
- Any extraordinary meetings should normally be held within 28 days of the request being received by the Business Manager

Sub-Groups

Two sub-groups will be established to support the Statutory Safeguarding Partners and Multi-Agency Safeguarding Partnership Group, in scrutinising and ensuring delivery of the Strategic Plan across Child and Adult Safeguarding arrangements. There will be two additional sub groups that will support the Child Safeguarding arrangements only.

1. Quality Assurance and Performance Management sub group

Chair: Representative from Darlington Borough Council

Purpose

The primary purpose of the Quality Assurance and Performance Management sub group is (QAPM) to scrutinise, monitor and evaluate the effectiveness of partner agencies and commissioned organisations for the purposes of safeguarding and promoting the welfare of children, young people and adults with needs for care and support within Darlington.

The QAPM sub group also ensures that organisations comply with statutory requirements. This is achieved by asking individual organisations to:

- self-evaluate evidencing the effectiveness of the service through qualitative and quantitative intelligence.
- to offer constructive challenge to data anomalies and unexplained trends and commission, where appropriate, additional intelligence.
- review internal procedures and policies, auditing regularly to ensure effectiveness and adherence.
- provide regular data in line with the agreed core dataset requirements
- establish Working Groups to complete audits (i.e., safeguarding self-assessment audit/themed).

Membership

Membership reflects the multi-agency involvement of the Safeguarding Partnership. Agencies are represented at a level of seniority that enables attendees to speak with authority on behalf of their service or organisation. Details of membership are outlined in Appendix 3. The group will co-opt members as and when necessary.

Meetings

The Quality Assurance and Performance Management sub group will meet every six weeks for the first six months and frequency will be reviewed once the group has been established. If required, extraordinary meetings may be scheduled. Meetings will be quorate if at least three agencies are represented. Any member of the sub group may propose agenda items. The Chair will confirm and agree the final agenda. The work of the sub group will be supported by an analyst group who will have responsibility for collating, reviewing and analysing multi-agency data and provide dashboards to demonstrate key child and adult performance indicators. Time limited working groups will also be established to undertake key pieces of work as directed by the QAPM sub group Chair.

Accountability and Reporting

The Quality Assurance and Performance Management sub group is accountable to the Statutory Safeguarding Partners.

Authority

The sub group operates under delegated authority from the Darlington Safeguarding Partnership to act within the scope of the agreed terms of reference.

Work Plan

The sub group will follow an annual work plan agreed by Darlington Statutory Safeguarding Partners and Multi-Agency Safeguarding Partnership Group.

The Chair of the sub group will provide regular reports to the Multi-Agency Safeguarding Partnership Group and Statutory Safeguarding Partners.

Aims and Objectives

The group will:

- assess whether partners are fulfilling their statutory obligations set out in Working Together to Safeguard Children (2018), Care Act 2014 and NHS Safeguarding Accountability and Assurance Framework
- to establish a Working Group as required, to fulfil the annual work plan of the sub group (this will include the biennial Safeguarding Self-Assessment Audit)
- to quality assure operational effectiveness of safeguarding policies and procedures through joint audits, involving practitioners and identifying lessons to be learned. Audits will include scrutiny of expected changes in practice arising from Learning Reviews / Safeguarding Adult Reviews
- scrutinise and challenge feedback from Multi-Agency Working Groups and audit activity
- to establish a core dataset to be used to monitor and report performance and outcome
- to establish a framework and mechanisms for routine collection of data from partners
- to analyse this data in order to report on the performance across partner agencies
- to understand Darlington's performance in relation to comparator authorities
- to review both qualitative and quantitative data and analyse findings
- to contribute to the effective flows of intelligence between sub-groups, the Multi-Agency Safeguarding Partnership Group and Darlington Statutory Safeguarding Partners
- to contribute to DSP Annual Report

Develop governance arrangements with the Learning and Development sub group for when there is an overlap of activities.

The terms of reference for this sub group will be reviewed within 12 months to ensure they are fit for purpose and reviewed annually thereafter.

2. Learning and Development sub group

Chair: Representative from Durham Constabulary

Purpose

The primary purpose of the Learning and Development sub group is to identify opportunities for learning and improve and embed the quality of multi-agency frontline practice, for those practitioners working in the child and adult safeguarding arenas to improve outcomes for children and adults.

The Learning and Development sub group has the governance responsibility for all reviews undertaken. It will review the learning outcomes and suggested recommendations for improvement before a final draft report is presented to the Statutory Safeguarding Partners and Independent Chair for final sign off.

The work of the group will respond to recommendations and actions from inspections, Child Safeguarding Practice Reviews and Local Learning Lessons Reviews, Safeguarding Adult Reviews, audit and quality assurance activity including performance information, complaints and feedback from children and families, and adults with needs for care and support, their families or advocates.

This is achieved by asking individual organisations to:

- to review internal policy and procedure to ensure aligned against professional and national standards.
- communicate learning from reviews and provide evidence of how the learning has been embedded within the organisation.
- promote the practical delivery of safeguarding learning in line with the Training Strategy.
- work together to identify and address aspects of frontline practice that require improvement.
- contribute to the development and delivery of identified actions and plans to ensure practice improvements keep children and adults with needs for care and support safe.
- contribute to Local Lesson Reviews for Children and Safeguarding Adult Reviews.
- ensure that they are complying with statutory requirements.

Membership

Membership reflects the multi-agency involvement of the safeguarding partnership. Agencies are represented at a level of seniority that enables attendees to speak with authority on behalf of their service or organisation. Details of membership are outlined in Appendix 3. The group will co-opt additional members as and when necessary.

Meetings

The Learning and Development sub group will meet bi-monthly; however, it is expected there will be extraordinary meetings as and when a Serious Child Safeguarding Incident/Review or a Safeguarding Adult Review is required. Meetings will be quorate if at least three agencies are represented. Any member of the sub group may propose agenda items. The Chair will

confirm and agree the final agenda. Time limited working groups will also be established to undertake key pieces of work as directed by the Learning and Development sub group Chair.

Accountability and Reporting

The Learning and Development sub group is accountable to the Statutory Safeguarding Partners.

Authority

The sub group operates under delegated authority from the Darlington Safeguarding Partnership to act within the scope of the agreed terms of reference.

Work Plan

The sub group will follow an annual work plan agreed by the Statutory Safeguarding Partners and the Multi-Agency Safeguarding Partnership Group.

The Chair of the sub group will provide regular progress reports to the Multi-Agency Safeguarding Partnership Group and meeting of the Statutory Safeguarding Partners.

Aims and Objectives

The group will:

- ensure that the procedure and practice guidance for Serious Child Safeguarding Incidents and Safeguarding Adult Review referrals is relevant and up to date
- following notifications to the National Panel, ensure that a Rapid Review is undertaken to consider whether the Serious Child Safeguarding Incident meets the criteria for a local review, or whether the case may raise issues which are complex or of national importance that a national child safeguarding practice review may be appropriate and feedback decision to the Statutory Partners
- following agreement by the Statutory Safeguarding Partners, consider whether Safeguarding Adult Review referrals meet the criteria for a review in line with the Safeguarding Adult Review (SAR) Protocol
- establish process for the dissemination of learning from reviews across the partnership
- identify training needs and develop and deliver high quality multi-agency safeguarding learning and development activities that incorporate relevant research, national good practice and learning from case reviews and safeguarding adult reviews or meet the needs of emerging issues
- evaluate multi-agency learning and development activities to seek assurance that training delivery is of high quality and has led to improvements of individual practice
- provide an Annual Report to the Multi-Agency Safeguarding Partnership Group on how training will be delivered and monitored for impact, including how learning will be embedded within agencies
- regularly review and develop multi-agency procedures to ensure they reflect changing needs, comply with legislation, changes in practice and learning from reviews and inspections or research findings
- identify and celebrate areas of good practice
- review the Continuum of Need (Threshold Tool), ensuring it is understood and applied consistently by all professionals working in the child safeguarding arena

Develop governance arrangements with the Quality Assurance and Performance Management sub group for when there is an overlap of activities.

The terms of reference for this sub group will be reviewed within 12 months to ensure they are fit for purpose and reviewed annually thereafter.

Groups Supporting Child Safeguarding Only

3. Child Exploitation group

This is a joint group with members of Durham Safeguarding Children Partnership.

Chair: Detective Superintendent Durham Constabulary

Purpose:

- monitor and improve responses to tackle missing children from home, care and education
- to act as a Strategic Lead Group for the reduction of all Child Exploitation

Membership

Membership reflects the multi-agency involvement of both Darlington and Durham Safeguarding Partnerships. Agencies are represented at a level of seniority that enables attendees to speak with authority on behalf of their service or organisation.

Meetings

The Child Exploitation sub group will meet quarterly. Meetings will be quorate if at least three agencies are represented. Any member of the sub group may propose agenda items. The Chair will confirm and agree the final agenda. The work of the sub group may be supported by working groups.

Accountability and Reporting

The Child Exploitation Sub Group is accountable to the Statutory Safeguarding Partners.

Authority

The sub group operates under delegated authority from the Darlington Safeguarding Partnership to act within the scope of the agreed terms of reference.

Work Plan

The sub group will follow an annual work plan agreed by Darlington Statutory Safeguarding Partners and the Multi-Agency Safeguarding Partnership Group.

The Chair of the sub group will provide regular reports to the Multi-Agency Safeguarding Partnership Group and Darlington Statutory Safeguarding Partners.

Objectives

- to ensure there are formal strategies and procedures, (including clear thresholds and timeframes) in place for Children Missing from Home, Care and Education and Child Exploitation
- to ensure that where issues of concern are not resolved at a local level they are escalated to the Child Exploited Group and if required to the Statutory Safeguarding Partners
- to understand the local picture of Child Sexual Exploitation and Child Criminal Exploitation and produce a shared local profile
- to understand what the gaps and barriers are to work together through audits and quality assurance work and to provide appropriate responses, solutions and toolkits
- to monitor an agreed performance scorecard relating to missing children and child exploitation and take appropriate action to improve performance where required
- to use time-limited working groups for any identified project work requested by the sub group.

4. Child Death Overview Panel

The purpose of the County Durham and Darlington Child Death Overview Panel (CDOP) is set out in HM Government Child Death Review: Statutory and Operational Guidance (England). These Terms of Reference for the County Durham and Darlington CDOP are therefore based on that guidance. **Child Death Review Guidance.**

Working Together 2018 specifies that: *When a child dies, in any circumstances, it is important for parents and families to understand what has happened and whether there are any lessons to be learned.*

The responsibility for ensuring Child Death Reviews are carried out is held by 'child death review partners,' who are defined in County Durham and Darlington as Darlington Borough Council, Durham County Council, North Durham Clinical Commissioning Group, Durham Dales & Easington Clinical Commissioning Group and Darlington Clinical Commissioning Group.

Child Death Review partners must make arrangements to review all deaths of children normally resident in the local area and, if they consider it appropriate, for any non-resident child who has died in their area.

The purpose of a review and/or analysis is to identify any matters relating to the death, or deaths, that are relevant to the welfare of children in the area or to public health and safety, and to consider whether action should be taken in relation to any matters identified. If Child Death Review partners find action should be taken by a person or organisation, they must inform them.

In addition, County Durham and Darlington CDOP will publish an annual report of the analysis of the Child Death Reviews undertaken and what has been done as a result of the child death

review arrangements in their area. In order to fulfil the requirements of the child death review process, County Durham and Darlington CDOP will request information from agencies who have had involvement for the purposes of enabling or assisting the review. Agencies must comply with the request, and if they do not, the child death review partners may take necessary action to seek compliance.

Objectives

- to collate information about each child death, seeking relevant information from professionals and where appropriate, family members
- to analyse the information obtained, including the report from the Child Death Review Meeting(s), in order to confirm or clarify the cause of death, to determine any contributory factors and to identify learning arising from the child death review process that may prevent future deaths
- to make recommendations to all relevant organisations where actions have been identified, which may prevent future child deaths or promote the health, safety and wellbeing of children
- to notify the Child Safeguarding Practice Review Panel and local Safeguarding Partners when it is suspected that a child may have been abused or neglected
- to notify the Medical Examiner (once introduced) and the doctor who certified the cause of death, errors or deficiencies are identified in an individual child's registered cause of death. Any correction to the child's cause of death can only be made following an application for a formal correction
- to provide specified data to NHS Digital and once established, to the National Child Mortality Database
- to produce an annual report for Child Death Review partners on local patterns and trends in child deaths, any lessons learnt, and actions taken, and the effectiveness of the wider child death review process
- exception reports to be presented to the Statutory Safeguarding Partners, as and when required
- to contribute to local, regional and national initiatives to consider learning from child death reviews, including, where appropriate, approved research carried out within the requirements of data protection
- to engage with regional partners to ensure learning is shared and implemented.

Membership

The Child Death Overview Panel will be accountable to the Durham Safeguarding Children Partnership and Darlington Safeguarding Partnership.

Working Together defines the membership of the Child Death Overview Panel and for County Durham and Darlington these are:

- Deputy Director of Public Health, Durham County Council (Chairperson)
- Designated Paediatrician for Child Deaths
- Senior Nurse – Joint Agency Response
- Designated Doctor and Nurse for Safeguarding, Clinical Commissioning Group (CCG) – North Durham CCG and Durham Dales, Easington & Sedgefield CCG, Darlington CCG (to be confirmed)

- Force Lead for Safeguarding, Durham Constabulary
- Strategic Manager – Safeguarding & Professional Practice, Principal Social Worker, Durham Children & Young People’s Service
- Head of First Contact and Locality Services, Darlington Children’s Services
- Associate Director of Nursing – Family Health, County Durham & Darlington NHS Foundation Trust
- Primary Care (GP or Health Visitor)
- Lay Member
- Business Managers, Durham Safeguarding Children Partnership and Darlington Safeguarding Children Partnership
- CDOP Co-ordinator, Durham Safeguarding Children Partnership

There is an expectation that these agencies attend as per the requirement of the case.

In addition, CDOP will co-opt representatives at senior leadership level from other organisations as and when required, case by case. Examples would be, but not limited to NEAS, TEWV, Education, NHS England, British Transport Police.

Working Groups

Working Groups will be held as and when deemed pertinent or as directed by the Statutory Safeguarding Partners, the Multi-Agency Safeguarding Partnership Group and the sub groups. The groups will address specific issues or support key pieces of work and will consist of smaller groups incorporating key practitioners from within the relevant partner agencies.

Voice of the Child and Adult

The DSP will seek to engage with children, young people, adults and their families to inform its work and will use partner agency’s existing consultation mechanisms to assist them with this. Whenever a Child Safeguarding Practice Review or Safeguarding Adult Review is undertaken, consideration will be given to how best to engage with children, parents and carers, adults and advocates and how to support them in contributing to the review.

Finance and Budgeting

All member organisations have an obligation to provide Darlington Safeguarding Partnership with reliable resources (including financial) that enable it to operate effectively.

The Statutory Safeguarding Partners and relevant agencies for the local authority area should make payments towards expenditure incurred in conjunction with local multi-agency arrangements for safeguarding and promoting the welfare of children and adults with needs for care and support.

The Statutory Safeguarding Partners will agree the level of funding secured from each partner, which should be equitable and proportionate and any contributions from each Relevant Agency to support the local arrangements. The funding should be transparent and sufficient to cover all elements of the arrangements, including the cost of local Child Safeguarding Practice Reviews and Safeguarding Adult Reviews.

The Statutory Safeguarding Partners agreed the process to determine the budget for 2019/2020, and that the overall budget for the first year will be maintained at the 2018/2019 level. Contributions are made up from the Statutory Safeguarding Partners, as well as wider partners who currently sit on the Local Safeguarding Children and Safeguarding Adult Partnership Boards. Funding requirements will be reviewed annually.

The cost of new local Child Safeguarding Practice Reviews post April 2019, will be met as they arise by the Statutory Safeguarding Partners.

The Annual Report will include a clear breakdown of the budget for the reported year, the total budget and the level of contribution from partner agencies. It will also demonstrate how funds were used.

Local Child Safeguarding Practice Reviews and Safeguarding Adult Reviews

New Arrangements

Section 16C Children Act 2004 (as amended by Children and Social Work Act 2017) requires a local authority to notify the Child Safeguarding Practice Review Panel in cases where a child dies or has been seriously harmed in the local authority area and;

- a) abuse or neglect of a child is known or suspected and
- b) the child has died or been seriously injured.

The Statutory Safeguarding Partners must make arrangements to:

- a) identify serious child safeguarding cases which raise issues of importance in relation to the area
- b) commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken.

The local process for identifying and making decisions on reviews is outlined in Darlington Safeguarding Partnership's **Serious Child Safeguarding Review Procedure and Practice Guidance**.

Section 44 Care Act 2014 requires that the Statutory Safeguarding Partners arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if:

- 1) there is reasonable cause for concern about how the Darlington Safeguarding Partnership (formerly SAB) members or other persons with relevant functions worked together to safeguard the adult AND:
- 2) EITHER;
 - a) the adult has died, and the Darlington Safeguarding Partnership (formerly SAB) knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died). OR
 - b) the adult is still alive, and the Darlington Safeguarding Partnership (formerly SAB) knows or suspects that the adult has experienced serious abuse or neglect.

The local process for identifying and making decisions on reviews is outlined in **Darlington Safeguarding Partnership Safeguarding Adults (SAR) Protocol**.

Interface with other reviews

There are a number of types of reviews and investigations that may interface with Child Safeguarding Practice Reviews and Safeguarding Adult Reviews and it is important to identify any processes which may be running in parallel or being considered. These may include, Domestic Homicide Review (DHR), Mental Health Homicide Review (MHHR), safeguarding and serious incident investigations, disciplinary processes, judicial reviews, complaints, criminal justice processes, YOS reviews, coroner requests and Child or Adult Protection investigations and criminal investigations. The Statutory Safeguarding Partners will consider how best any Child Safeguarding Practice Reviews or Safeguarding Adult Reviews will interface with other reviews as and when appropriate.

Equality Impact Assessment

Darlington Safeguarding Partnership expects that all partner agencies have up to date equality, diversity and anti-discrimination policies that are upheld at all times by all staff, in line with the Equality Act 2010.

Darlington Safeguarding Partnership is committed to promoting equality in all its work and will undertake Equality Impact Assessment (EIA) to establish the effect of policies.

Confidentiality Statement

The confidentiality of children, young people, their families and adults with need for care and support is of paramount importance to the Darlington Safeguarding Partnership, and it is expected that partner organisations have confidentiality clauses embedded within recruitment processes. All lay members and the Independent Scrutineer/ Chair have signed confidentiality clauses.

Whilst it may be necessary at times for the Learning and Review sub group and the Child Death Overview Panel members to be aware of identities where information comes to the Darlington Safeguarding Partners, names will be redacted or substituted and information which may lead to identification will be withheld. Members are expected to maintain the

confidentiality of all children and adults within their professional work for the Darlington Safeguarding Partnership.

Data Management

Effective communication and information sharing is essential to safeguarding children and adults with needs for care and support. **Working Together to Safeguard Children 2018 Statutory Guidance** states effective sharing of information between practitioners and local agencies is essential, for the effective identification of children and adults at risk of abuse and neglect, assessment and service provision, and recent case reviews have highlighted ineffective information sharing as a factor in cases where children and adults have been placed at risk.

The Care Act 2014 enshrines in law the need for organisations to share information to make sure adults at risk (adults with needs for care and support) receive the best possible care and support. It also has a duty to cooperate, to ensure organisations share information where there are concerns about a vulnerable adult at risk of harm. The legislation emphasises the need to empower people, to balance choice and control for individuals against preventing harm and reducing risk, and to respond proportionately to safeguarding concerns.

The Darlington Safeguarding Partnership has developed an **Information Sharing Protocol**, which provides the framework for collaborative working and effective information sharing across the partnership. The protocol has been signed by the Relevant Agencies and is entered into for the purpose of ensuring compliance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Darlington Safeguarding Partnership is hosted by Darlington Borough Council. Records will be managed in accordance with Darlington Borough Council's retention and destruction schedule. All documents shall be classified appropriately in line with relevant information sharing protocols.

The Darlington Safeguarding Partnership observes the principles and requirements of the Freedom of Information Act 2000. In most cases, the Darlington Safeguarding Partnership is exempt from the provisions of the FOI Act 2000 as it applies to bodies which perform public regulatory functions.

Risk Management

The Statutory Safeguarding Partners have adopted an appropriate Risk Management Procedure which will:

- identify risks associated with the achievements of the Partnerships objectives
- allocate responsibility for the management of the risk
- report identified risks and how they are managed to the Partnership

Insurance for individual partners is covered by their own insurance arrangements. The Partnership does not have insurance.

Conduct, Complaints and Disputes

Conduct

Each partner agency will have its own conduct policy which covers all staff. It is expected this will also cover partner agency representatives while working on partnership business or that of its sub groups.

The Statutory Safeguarding Partners reserve the right to challenge any member of the partnership when it is considered that conduct has fallen below what can reasonably be expected. In addition, the partners reserve the right to contact partner agencies when there are concerns about the conduct of their representative, to ensure that appropriate action is being taken.

Complaints

Where any partner agency, other organisation or member of the public wishes to raise a complaint about the Partnership, its sub-groups or the Business Unit, this should be done in the first instance with the Statutory Safeguarding Partners, who will decide the appropriate action to resolve or answer the complaint.

Dispute

If there is a dispute between the Statutory Safeguarding Partners, the wider partnership and/or the Independent Scrutineer/Chair, the Statutory Safeguarding Partners will convene a meeting of the parties in dispute. The agenda will be agreed jointly between the Statutory Safeguarding Partners and the parties and the meeting will move to agree a formula for resolving the dispute or clarify the areas of dispute and possible ways forward. Where there is no agreement, the Statutory Safeguarding Partners will ask the parties to agree to the appointment of an independent mediator or where necessary, may escalate to the Leader of the Council, the Chair of the CCG and the Chief Constable.

Annual Report

The Statutory Safeguarding Partners will produce a yearly report that will be published on the partnership website. The report will include:

- a summary of the activities undertaken by the partnership
- details of Child Safeguarding Practice Reviews and Safeguarding Adult Reviews undertaken during the year and action taken to improve practice
- evidence of the impact of the work of the partnership, including training, on outcomes for children and families from Early Help to looked-after children and care leavers, and for adults with needs for care and support
- an analysis of any areas where there has been little or no evidence of progress on agreed priorities
- a record of decisions and actions taken by the partners in the report's period to implement the recommendations from any local and national child safeguarding practice review or Safeguarding Adult Reviews, including any resulting improvements
- ways in which the partners have sought and utilised feedback from children and adults to inform their work and influence service provision

- the Independent Scrutineer's assessment of the strength of the leadership by the safeguarding partners over the preceding year
- any changes to the published safeguarding arrangements.

Exit Strategy

Darlington Safeguarding Partnership is a statutory function. Statutory Partners may not terminate this agreement and none of the relevant agencies may withdraw from this agreement with the approval of the Statutory Safeguarding Partners or by a change in the law, which changes the legal standing of the Partnership

End Note

These Terms of Reference will be reviewed in the first year of the partnership arrangements to explore if they are fit for purpose. It has been recognised that the arrangements are flexible and are likely to evolve.

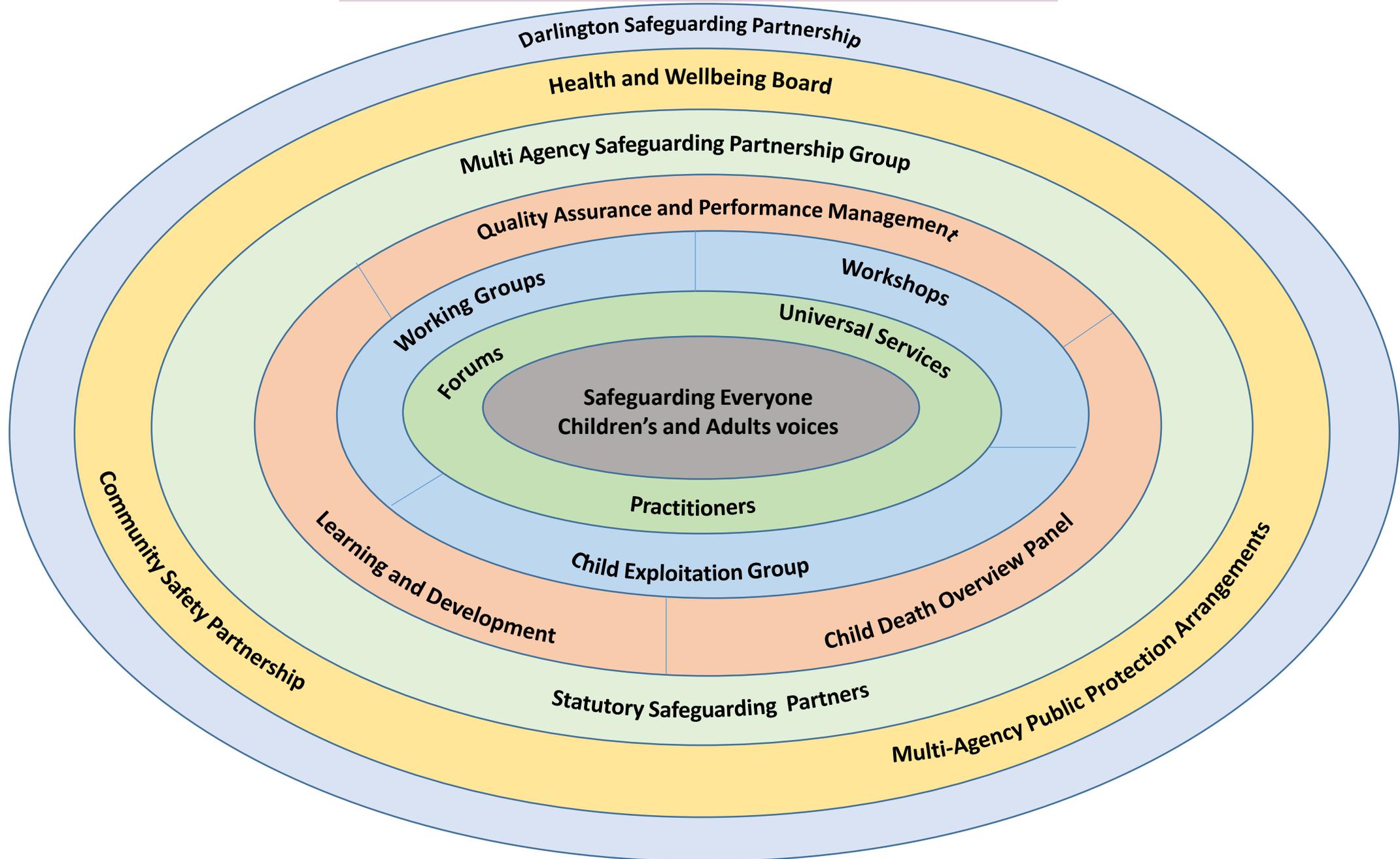
Appendix 1

Relevant Agencies

Darlington Local Authority - Housing, Public Health, Youth Offending
Health agencies – County Durham and Darlington NHS Foundation Trust (CDDFT), Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV), Harrogate and District NHS Foundation Trust (HDFT), North Tees and Hartlepool NHS Foundation Trust
Children and Families Court Advisory and Support Service (CAFCASS)
Care Quality Commission (CQC)
Durham and Darlington Fire and Rescue Service (DDFRS)
Early Years Settings
Education (Primary, Secondary, Further Education, SEN)
Support organisations for issues such as Substance Misuse / Domestic Abuse / Sexual Exploitation / Sexual Abuse (SARC)
Family Justice Board (FJB)
National Probation Service (NPS)
Community Rehabilitation Company (CRC)
Voluntary and third sector organisations (including Healthwatch)
Primary Care
North East Ambulance Service (NEAS)
NHS England (pharmacy, dentist and optometrists)
Independent providers including private hospitals, children's homes, nursing and care homes, domiciliary providers
Youth groups – e.g. sport, scouts, brownies
Faith settings
Minority Communities
British Transport Police (BTP)
Chairs of other key local boards
Representatives of other National Partners
Darlington Partnership – which includes business and community organisations
Coroner

This list is not exhaustive.

DARLINGTON SAFEGUARDING APPROACH



Appendix 3

Learning and Development sub group Membership (Nov 19)				
AGENCY	NAME	JOB ROLE	Standing Sub group member	REVIEW PANEL MEMBER
CDDFT	Jason Cram Lesley Schuster Mike Egan	Assoc. Director of Nursing Named Nurse Safeguarding Children Safeguarding Lead Nurse	Yes Deputy Deputy	Jason Cram
CCG	Heather McFarlane Dr Nicola Cleghorn Dr Naomi Hopper Bev Walker	Designated Nurse Designated Doctor Named GP Safeguarding Adult Lead	Yes Yes For information Yes	Gill Findley (on behalf of SSP) Heather McFarlane Nicola Cleghorn Naomi Hopper Sue Nuttall/Bev Walker
HDFT	Sarah Neale	Named Nurse Safeguarding Children	Yes	Suzanne Lamb
TEWV	Nicki Smith	Named Nurse Safeguarding Children Copy to: TEAWVNT.safeguardingchildren@nhs.net	Yes	Karen Agar
POLICE	Steve Chatterton	Detective Inspector	Yes	Dave Ashton (On behalf of SSP) Steve Chatterton
NPS	Melanie Hodgson	Senior Probation Officer	Yes	Maureen Gavin
CRC	Lisa Ayton	Operations Manager	Yes (will review agenda to determine if able to offer value/contribute)	Kay Nicolson
DBC	James Stroyan Jane Kochanowski Nicola White Janette McMain/Veruta Barlow/Claire Gardner-Queen Joanna Conway Joanne Stoddart	Asst. Director - Adult Services Asst. Director – Children’s Services Principal Solicitor Housing Manager Educating Safeguarding Officer Head of Assessment, Care Planning & LATC	No – Review Panel only No – Review Panel only Yes Yes – Anthony Sandys to be copied in for information Yes Yes	Jane Kochanowski (On behalf of SSP) James Stroyan (on behalf of SSP) Pauline Mitchell (if relevant for housing) Nicola White Martin Graham Kevin Kelly/Linda Thirkeld

	Kate McLatchie Kevin Kelly Christine Shields Martin Webster Sharon Raine Linda Thirkeld Martin Graham	Team Manager Head of Service Asst Director Comm. Perf. & Transf. Workforce Dev. Commissioner Head of Transformation & Performance Head of Service Head of Quality Assurance and Practice Improvement	Yes Yes Yes Yes Yes For info – will attend in KK absence Yes	
FIRE SERVICE	Glen Stewart	Community Safety Manager	Yes	Graeme Metcalf
DARLINGTON COLLEGE	Julie Davison	Student Liaison Manager	Yes	
HEATHFIELD PRIMARY SCHOOL	Helen Tarokh	Head Teacher	Yes	Where applicable relevant school Head/DSL to be invited
VOLUNTARY SECTOR	Christine Ormerod/Emma Crawford Moore TBC	Humankind 700 Club	Yes TBC	
FAITH SECTOR	TBC	TBC		

Quality Assurance and Performance Management Sub Group membership (Nov 19)			
AGENCY	NAME	JOB ROLE	ANALYST WORKING GROUP ONLY
CAFCASS	Patrick Lynn	Service Manager (for info only)	Unable to provide regular attendance to either group but will feed in performance data as and when required.
CDDFT	Jason Cram (Deputy Chair) Lesley Schuster Mike Egan	Assoc. Director of Nursing Safeguarding Lead Nurse (deputy)	Jason Cram can feed information, however not possible for him to attend this group
CCG	Heather McFarlane Sue Nuttall	Designated Nurse Safeguarding children Designated Nurse Safeguarding Adults	Bev Walker

	Naomi Hopper	Named GP (for info only)	
DBC	Joanna Conway Kate McLatchie Kevin Kelly Chris Bell Sharon Raine (Chair) Martin Graham Leanne Hopper Janette McMain/Veruta Barlow/Claire Gardner-Queen Miriam Davidson	Education Safeguarding Officer Team Manager Head of Service (Ad) Head of Service (Ch) Head of Performance and Transformation Head of Quality Assurance and Practice Improvement YOS Manager Housing Manager – copy in Anthony Sandys for information Public Health (for info only)	Kate McLatchie Kevin Kelly Paula Moorcock – Performance Team Stephen Appleby – Performance Team Chris Bell Martin Graham
FIRE SERVICE	Glen Stewart	Community Safety Manager	TBC
HDFT	Elizabeth Archer	Service Manager 0-19 Service	Aimee Preston
NPS	Melanie Hodgson	Senior Probation Officer	Maureen Gavin advised they do not have an analyst who can attend this group.
CRC	Lisa Ayton	Operations Manager- will review agenda to determine if able to offer value/contribute)	
POLICE	Steve Chatterton Samantha Level	Detective Inspector Analyst	Samantha Level Gary Pearson
TEWV	Margaret Brett	Named Nurse Safeguarding Adult Copy to: TEWV.safeguardingadults@nhs.net	TBC
Education	TBC	TBC	TBC