



Children's Safeguarding Pan Sussex Procedures Group Terms of Reference

Purpose of the Group:

To act as a steering group for the development and publication of procedural guidance regarding safeguarding for all staff within the Brighton & Hove, East Sussex and West Sussex LSCBs.

Membership:

East Sussex LSCB	Head of Children's Safeguards Designated Nurse LSCB Board Manager
West Sussex LSCB	Head of Children's Safeguards Designated Nurse LSCB Board Manager
Brighton & Hove LSCB	Head of Safeguarding Designated Nurse LSCB Board Manager
Sussex Police	Child Protection and Safeguarding Manager

Other members to be included as necessary, such as Consultant Paediatricians, LADOs

Meetings are held on a quarterly basis, unless required more frequently

Key Tasks:

1. To update and review the Sussex Child Protection and Safeguarding Procedures regularly to ensure that they meet the requirements of Working Together 2013 and any subsequent guidance issued by national government.
2. To develop new procedures and guidance in response to requests from other sub-groups within the three LSCBs and in particular in response to specific issues raised by Serious Case Reviews or other auditing and practice review systems.
3. To organise the distribution of any new procedural guidance and in conjunction with the relevant training sub-groups within the three LSCBs, organise appropriate briefings for staff on new guidance when issued.

Monitoring and Review Process:

Regular reports to the three LSCBs via the minutes of the sub-group meetings.

Support for the Group:

Each of the 3 LSCBs under-takes the following tasks for a year at a time –

- Chairing the meetings
- Providing administrative support in setting up, recording, and distributing information from each meeting
- LSCB Manager leads in liaising with the website provider for the Procedures as appropriate

November 2014