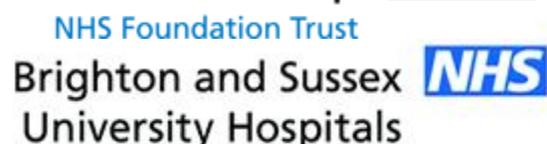
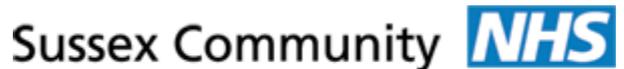


# Brighton & Hove Local Safeguarding Children Board

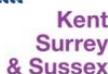
## Lay Members Induction Booklet

November 2014

Safeguarding is  
everyone's responsibility



Community Rehabilitation Company



## Contents

Section	Page
Introduction & Welcome from the Chair	3
LSCB Values (draft)	4
Definitions	5
Structure & Membership of the LSCB	5
Role of Local Safeguarding Children Board	5
Role of Lay Members	6
Induction process	7
Meeting schedule	7
Review of appointment	8
Contact details	8
Monitoring Attendance	8
Confidentiality	8
Expenses	8
Termination of Appointment	8
Historical safeguarding context and reading	9
Specific Priority Area's Reading	
Child Sexual Exploitation	13
Child Sexual Abuse	13
Neglect	14
Local Context	15
Conclusion	15
Appendix A: Core Functions of Brighton & Hove LSCB	16
Appendix B: Lay Member Conditions of Appointment & Confidentiality Agreement	17
Appendix C: Subcommittee Structure Chart	20
Appendix D: Key Brighton & Hove LSCB Documents	21
Appendix E: Jargon buster	22

## Welcome from the LSCB Chair

Welcome to the Brighton and Hove LSCB, and thank you for taking on such an important role.

My name is Graham Bartlett and I am chairperson of the LSCB. I, like you, am independent of all of the agencies who make up the board. Our independence means that we are free to challenge organisations on the quality of their services to children and I can hold them to account.

The LSCB is one of the key mechanisms of safeguarding children in Brighton & Hove. Its role is to ensure that all efforts to keep children safe are effective and joined up.

**Safeguarding Children is everyone's responsibility**, and so all our board partners in Brighton & Hove have to work together to improve the lives of children and families in the City. We must work collaboratively to safeguard all children from all forms of abuse but we have decided, over the next 2 years, to prioritise the areas of child neglect, child sexual abuse and child sexual exploitation.

The board selected these due to either their prevalence in the cases agencies see or because we believe them to be unseen or hidden forms of abuse which we need to work together to tackle. Alongside those we have decided that we will ensure that the help given to children, before they suffer abuse, is developed. Early help ensures that all children, and their families, who are experiencing problems get the support they need from a range of agencies before it's too late.

Thank you for joining the board as a lay member and I hope you will work with me, and the wider board, to promote greater awareness that every child is entitled to feel safe at home, at school and in our local community.

I do hope you find this induction pack useful in helping you to become familiar with what is a demanding, difficult and high profile agenda.

Whilst challenging, I hope you find the work of the board enjoyable and so very worthwhile.

I look forward to meeting you



**Graham Bartlett**  
**Independent Chairperson**

## Introduction

The Apprenticeships, Skills, Children and Learning Act 2009 provided for the appointment of two representatives from the community to sit on Local Safeguarding Children Boards. The aim of this booklet is to give new Lay Members advice, information and guidance on how to become full, active members of the LSCB. If you feel there's anything we missed, or that you don't understand please speak to your 'buddy' or a member of the LSCB support team.

To support you the booklet will cover:

- Safeguarding context – historical overview
- Why we have LSCBs
- The role of Lay Members
- Statutory guidance & legislation
- The role of LSCBs in safeguarding, including the sub committees work.
- How we will support you

There will be suggestions for further reading identified by the symbol . Your 'buddy' Board Member or LSCB Business Manager will be available by arrangement to discuss any questions concerns or comments regarding this.

## Brighton & Hove LSCB Values (DRAFT)



All children should be safe from abuse and neglect



We prioritise the safety of children over everything we do



We are committed to the changing needs of all children in Brighton & Hove



We collaborate with agencies and challenge them in a shared responsibility to safeguard children



We are dedicated to early intervention and prevention strategies



We listen to children, young people, families, our practitioners and their managers – their involvement shapes what we do

## Definitions

When we talk about ‘safeguarding’ and ‘promoting the welfare’ of children we mean:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances.

This is to enable those children to have optimum life chances and enter adulthood successfully

## Structure & Membership

Brighton and Hove LSCB consists of a full Board and currently eight subcommittees. Each subcommittee – with the exception of the Child Protection Liaison and Safeguarding Group, which is more operational in approach – has a work plan in place that helps progress the LSCB Business Plan, see our updated full [Business Plan](#) online. Membership of the full board and its subcommittees is multi-agency, with representation from Brighton & Hove Clinical Commissioning Group, Healthcare Providers, Local Authority Children’s Services, Sussex Police, Probation Services, GP Representation and Representatives from Education, as well as the community & voluntary sector. There is also a Leadership Group which is accountable to the full Board.

Each Sub Committee have their own Terms of Reference, which can be viewed online: [www.brightonandhovelscb.org.uk/home\\_sub\\_groups.html](http://www.brightonandhovelscb.org.uk/home_sub_groups.html)  
For a full structure chart of the board, see appendix C

## Role of Local Safeguarding Children Boards

Local Safeguarding Children Boards (LSCBs) came into existence as a result of Lord Laming’s Victoria Climbié Inquiry. They were established to replace the former Area Child Protection Committees and to ensure a more coordinated and robust senior management multi agency approach to safeguarding children.

The Children Act 2004 placed a requirement on every Local Authority to establish a Local Safeguarding Children Board. Detailed guidance, issued under Section 7 of the Local Authority Social Services Act 1970, is contained in [Working Together to Safeguard Children 2013, Chapter 3](#).

## Purpose

The primary function is to:

1. Co-ordinate what is done by each person or organisation (body) on the board for the purpose of safeguarding and promoting the welfare of children and young people.
2. Ensure the effectiveness of what is done by each such person or body for that purpose.

 Further information on local governance arrangements and how the LSCB aims to fulfil its requirements can be found at [www.brightonandhovelscb.org.uk](http://www.brightonandhovelscb.org.uk)

See appendix A for Core Functions of the Brighton & Hove LSCB

## Role of Lay Members on the Local Safeguarding Children Board



You represent the voice of the public on the LSCB, alongside the representative of the Community & Voluntary Sector.



We'd like you to support & encourage stronger public engagement in local child safety issues, contributing to a stronger understanding of the LSCBs work in the wider community.



We encourage suggestions and initiative – please tell us of any ideas you have which may improve our engagement or commitment to our communities and children & young people.



You should challenge the LSCB on how accessible its plans & procedures are to the public, children & young people, and tell us what does & doesn't work and why. Please speak up and raise points that you consider would be of public interest. We want to explore all angles of child safety – it's about the multi dimensions not the singular.



We'd love you to raise our profile and help us build links with community groups and organisations.

### How can you as a new lay member do this?

**Challenge** – The intention is for LSCB arrangements to be opened up to further public scrutiny. This is with the aim of supporting stronger public engagement in, and understanding of, children's safety issues. It is also motivated by awareness that sometimes, local representatives can add a great deal of value to otherwise exclusively professional discussions, helping everyone to stay in touch with local realities.

Taking the above into account you will be encouraged to challenge and scrutinise members, reports or issues raised at the LSCB / Subcommittees in particular relating to fulfilling the above expectations. This of course doesn't preclude challenge in relation to other areas of concern.

**Involvement** - It is important that lay members are involved appropriately in the work of the LSCB, with due regard to the confidentiality, sensitivity, and distressing nature of some of the issues that we have to consider.

Exactly how you can add most value to the work of the Board will be discussed at your six month review meeting with the Chair, once you have had some experience of how the Board operates through its Subcommittees. You may find it beneficial to keep notes along the way of anything in particular that stands out for you.

It may be that you can fulfil a particularly useful role by forging links with other organisations and community representatives, explaining the role of the LSCB and promoting a wider understanding and awareness in respect of safeguarding.

We would encourage you to take a more active role on the board. If you feel you would like to explore this further please discuss it with your buddy or the LSCB Business Manager who will tailor potential opportunities to your skill set and interests

You will be a member of the LSCB, participating in the Board itself and on relevant Subcommittees which discuss certain issues raised at the Board meeting in greater detail. You are therefore accountable, as all board members are, for board decisions and activities.

**Expectations** - The LSCB has set out the expectations for your role in your job description and contract, particularly in relation to length of appointment, confidentiality, conduct and recompense, which you should have already been made aware of.

A Lay Membership to the Board is an active role and therefore equal to the others around the table. If you feel that your position has been compromised in anyway, be it through personal circumstance or another members bullying, harassments or advancements you should report this to the LCB Business Manager immediately.

## **The Induction Process**

As a new lay member you will be 'buddied' up. Your 'buddy' will be on hand to support you throughout your membership. The LSCB Business Manager will also be on hand for any questions, and can guide you through some of the more complex aspects of the Board.

### **Meeting schedule**

It is suggested your 'buddy' and / or the Business Manager meets with you after your appointment to discuss how you will be supported during your time as a lay member. You may also want to meet with other members of the Board to get an understanding of how they safeguard children and young people in their particular agency.

It is suggested you speak either with your buddy or the LSCB Business Manager prior to any meeting you attend, this will be an opportunity to go through the agenda and discuss any papers. You do not always have to do

this and can be flexible to your needs. A de-brief following the meetings you attend might also be beneficial.

### **Review of appointment**

The LSCB Chair will have a meeting with you after you have been serving for six months to discuss your contribution to date. Please do not panic if you feel you haven't said much in the meetings you have so far attended, observing is just as important. The chair will want to ascertain where your safeguarding interests lie and what future direction your role could take.

If you have any concerns or issues which have not been suitably answered by either your 'buddy' or the Business Manager you should contact the LSCB Chair.

### **Contact details**



#### **LSCB Chair:**

Graham Bartlett

graham.bartlett@southdownsleadership.co.uk

Twitter @GrahamBstweets



#### **LSCB Business Manager:**

Mia Brown

Mia.brown@brighton-hove.gcsx.gov.uk

07584 217256

Twitter @LSCB\_Brighton

### **Monitoring Attendance**

Attendance at Subcommittees and full Board is routinely monitored and challenged to ensure effective engagement and contributions. You are encouraged to attend meetings as far as is practicable.

### **Confidentiality**

All written and verbal information shared with the lay member during their duties is strictly confidential. You will have been asked to sign a confidentiality agreement prior to commencing the role.

### **Expenses**

The role is a voluntary one, although receipted travel expenses will be reimbursed.

### **Termination of appointment**

If there are concerns about a lay member's behaviour, commitment or ability which cannot be resolved through discussion and correspondence, the LSCB

Independent Chair will decide whether to end the appointment of the lay member. You will be informed in writing and given clear reasons for the proposed termination of appointment. You will be given the opportunity to respond before a final decision is made by the LSCB Independent Chair.

## Historical safeguarding context and recommended reading

There have been a number of high profile cases over the last 30 years which have had an impact on national policy and the way in which agencies work together to keep children safe in the UK. It is useful for anyone working in safeguarding to have at least a brief understanding of the context of current working practices.

Working Together to Safeguard Children puts a duty on LSCBs to carry out a Serious Case Review for every case where abuse or neglect is known or suspected and either a child dies; or a child is seriously harmed and there are concerns about how organisations or professionals worked together to safeguard the child.

### 1973 - Maria Colwell (26 March 1965 - 6 January 1973)

Maria was a young girl who was killed by her stepfather in 1973. 'The subsequent inquiry was the first of the modern child abuse inquiries, and in many respects had the impact of establishing child abuse as a social problem about which we as a society, and certain organisations and professionals in particular, had a responsibility to do something about. As a result the issue of child abuse in the subsequent thirty years has received considerable attention...' Nigel Parton 2004. It led to the development of Area Child Protection Committees as a severe lack of co-ordination was identified in the inquiry.

 *From Maria Colwell to Victoria Climbié: Reflections on a Generation of Public inquiries into Child Abuse, Plenary paper by Professor Nigel Parton for the BASPCAN conference, July 2003 (published in Child Abuse Review (2004), 13 (2), pp80-94)*

### 1987 - The Cleveland Enquiry

The Cleveland child abuse scandal occurred in 1987, where 121 cases of suspected child sexual abuse were diagnosed by paediatricians at a Middlesbrough hospital. After a number of court cases, 26 children from twelve families were found by judges to have been wrongly diagnosed, and cases involving 96 of the 121 children alleged to be victims of sexual abuse were dismissed by the courts.

 [www.davidlane.org/children/choct2002/choct2002/pragnell%20cleveland%20abuse.html](http://www.davidlane.org/children/choct2002/choct2002/pragnell%20cleveland%20abuse.html)

### 1987 - Broxtowe Case

In October 1987, 7 children of an extended family in Nottinghamshire were allegedly sexually abused by their parents and relatives. In February 1989, 10

adults, were charged with 53 offences of incest, indecent assault and cruelty against 21 of the children of their extended family and extensive terms of imprisonment were imposed.

The children's foster parents were asked to keep diaries of anything they said or did that might be relevant to their future welfare. The disclosures made in these diaries indicated extensive sexual abuse. They also appeared to suggest that the children had been subjected to organised ritualistic, satanic abuse.

The Police set up a separate unilateral investigation into these revelations. Social workers were not invited or encouraged to take part in this investigation, in fact they had little idea as to what, if anything, was actually being investigated. The Police reported that they did not consider satanic abuse or witchcraft was involved or that there were any other perpetrators. This was not accepted by Social Services staff.

Findings from the joint review concluded that there was no evidence of organised or satanic abuse of the children. It made recommendations that any future investigations should all be undertaken jointly.

 [www.users.globalnet.co.uk/~dlheb/introduc.htm](http://www.users.globalnet.co.uk/~dlheb/introduc.htm)

### **1989 - Children Act**

The Children Act 1989, (implemented for the most part on 14 October 1991) introduced comprehensive changes to legislation in England and Wales affecting the welfare of children. It gave every child the right to protection from abuse and exploitation and the right to enquiries to safeguard their welfare.

The Act:

- reinforced the autonomy of families through the definition of parental responsibility;
- provided support from local authorities, in particular for families whose children were in need; and
- legislated to protect children who were suffering or were likely to suffer significant harm.

 An Overview of the Children Act 1989

[www.rcpsych.ac.uk/files/samplechapter/102\\_0.pdf](http://www.rcpsych.ac.uk/files/samplechapter/102_0.pdf)

### **2000 - Victoria Climbié**

Victoria Adjo Climbié (2 November 1991 – 25 February 2000) was abused and murdered by her guardians in 2000. The public outrage at her death led to a public inquiry led by Lord Laming (2003) which produced major changes in child protection policies in the United Kingdom.

 <http://image.guardian.co.uk/sys-files/Society/documents/2003/01/28/climbiereport.pdf>

### 2003 - Every child matters

In 2003 the Government published a Green Paper called *Every Child Matters*. This was published alongside the formal response to the report into the death of Victoria Climbié. The Green Paper built on existing plans to strengthen preventative services by focusing on four key themes:

- Increasing the focus on supporting families and carers – the most critical influence on children's lives.
- Ensuring necessary intervention takes place before children reach crisis point and protecting children from falling through the net.
- Addressing the underlying problems identified in the report into the death of Victoria Climbié – weak accountability and poor integration.
- Ensuring that the people working with children are valued, rewarded and trained.

 Every child matters summary document

[www.hertsdirect.org/infobase/docs/pdfstore/ECMCFCSummary.pdf](http://www.hertsdirect.org/infobase/docs/pdfstore/ECMCFCSummary.pdf)

### 2004 - Children Act

The Children Act 2004 provided the legislative spine on which the reform of children's services was based. It aimed to improve and integrate children's services, promote early intervention, provide strong leadership and bring together different professionals in multi-disciplinary teams in order to achieve positive outcomes for children, young people and their families. Local authorities were given a lead role in securing the co-operation of partners in setting up children's trust arrangements and the Act allowed some flexibility in how these were structured and organised.

The Children Act established:

- Duty to cooperate (April 2005)
- Duty to safeguard and promote welfare of children
- Duty to set up Local Safeguarding Children Boards
- Statutory financial contributions
- Provision for indexes or databases to enable better sharing of information
- Director / Lead Member for Children's Services
- Joint Inspection Framework / Joint Area Reviews
- Duty to promote the educational achievement of looked after children

Section 11 of the Children's Act 2004 defined the standards to which agencies must work to in safeguarding children. **LSCB agency compliance is assessed against these standards.**

### 2007 - Baby Peter

Peter Connelly also known as, 'Baby Peter' was a 17-month old boy who died in London after suffering more than 50 injuries over an 8 month period, during which he was repeatedly seen by Harringey Children's Services and NHS health professionals.

The child protection services of Harringey and other agencies were widely criticised. Following the conviction, 3 inquiries and a nationwide review of

social services care were launched and the Head of Children's Services at Harringey was removed by direction of the Government minister. Another nationwide review was conducted by Lord Laming into his own recommendations concerning Victoria Climbié's killing in 2000.

### **2009 - Lord Laming: progress report**

Following the case of 'Baby P', the Secretary of State for Children, Schools and Families, commissioned Lord Laming to provide an urgent report on the progress being made across the country to implement effective arrangements for safeguarding children. There were 53 recommendations. One of these recommendations was for LSCBs to have **lay members on their Boards**.

 - Lord Laming's report

<http://publications.education.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00311-2010>

### **2013 - Working Together 2013 (updated March 2013)**

The new Working Together to Safeguard Children (2013) streamlines previous guidance documents to clarify the responsibilities of professionals towards safeguarding children and strengthen the focus away from processes and onto the needs of the child. It replaces:

- Working together to safeguard children (2010)
- Framework for the assessment of children in need and their families (2000), and
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007).

Most of the responsibilities and procedures in the new 2013 Working Together remain the same as the 2010 guidance, but the guidance is presented in a much more succinct and less detailed way. There are 5 chapters in the new 2013 guidance.

The main messages that run throughout the Working Together guidance is:

- safeguarding is everyone's responsibility
- for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

 [www.workingtogetheronline.co.uk/index.html](http://www.workingtogetheronline.co.uk/index.html)

### **2014 - Children and Families Act**

The briefing below sets out the key changes to the law made by the Children and Families Act 2014 in relation to adoption, children in care and care leavers. It covers adoption, staying put, virtual school heads, children's homes and relevant aspects of reform of the Children's Commissioner for England.

 <http://pac.org.uk/wp-content/uploads/2014/04/Children-Families-Act-2014-briefing.pdf>

## Specific LSCB 'Priority Area' Recommended Reading: Child Sexual Exploitation

### NSPCC

Key statistics, official guidance, and learning from practice

 [www.nspcc.org.uk/Inform/resourcesforprofessionals/sexualabuse/cse-homepage\\_wda97456.html](http://www.nspcc.org.uk/Inform/resourcesforprofessionals/sexualabuse/cse-homepage_wda97456.html)

### Rotherham Inquiry

The Independent Inquiry into Child Sexual Exploitation in Rotherham (1997 – 2013) by Alexis Jay was published in August 2014. The Inquiry found that around 1400 children were sexually exploited in Rotherham in a 16 year period. The Inquiry identifies many failings and makes recommendations that are being taken on board both locally and nationally.

 [www.rotherham.gov.uk/downloads/file/1407/independent\\_inquiry\\_cse\\_in\\_rotherham](http://www.rotherham.gov.uk/downloads/file/1407/independent_inquiry_cse_in_rotherham)

### Child Sexual Exploitation in Gangs and Groups (CSEGG)

The Children's commissioner have completed a two-year Inquiry into Child Sexual Exploitation in Gangs and Groups (CSEGG). The follow publications, produced during the course of the Inquiry, are now available to download.

 [www.childrenscommissioner.gov.uk/info/csegg1](http://www.childrenscommissioner.gov.uk/info/csegg1)

### Puppet on a String

Barnardo's report into Child Sexual Exploitation from 2011 outlined what is known about the scale and nature of sexual exploitation across the UK and points to some worrying trends identified by Barnardo's 22 specialist services. Emphasising that child sexual exploitation is a child protection issue, the report calls for the secretary of state for education to appoint a minister to take forward a national action plan to tackle this crime against children.

 [www.barnardos.org.uk/resources/research\\_and\\_publications/puppet-on-a-string-reveals-the-urgent-need-to-cut-children-free-from-sexual-exploitation/publication-view.jsp?pid=PUB-1454](http://www.barnardos.org.uk/resources/research_and_publications/puppet-on-a-string-reveals-the-urgent-need-to-cut-children-free-from-sexual-exploitation/publication-view.jsp?pid=PUB-1454)

## Child Sexual Abuse

### NSPCC

Key statistics, official guidance, and learning from practice

 [www.nspcc.org.uk/Inform/resourcesforprofessionals/sexual\\_abuse\\_home\\_wda80201.html](http://www.nspcc.org.uk/Inform/resourcesforprofessionals/sexual_abuse_home_wda80201.html)

### Public Inquiries

Two inquiries into allegations of child sex abuse have been convened. The first, to be headed by Peter Wanless, head of the National Society for the Prevention of Cruelty to Children (NSPCC), is to investigate missing Home Office documents said to relate to a paedophile conspiracy reaching from Westminster, the prime minister's office to the royal family and spanning more than six decades. It will report in eight months.

The second, described as "overarching" by Home Secretary Theresa May, will be into whether public bodies have done enough to investigate allegations of

child sex abuse. All national institutions are to be scrutinised, from the BBC and National Health Service to the Westminster political parties.

### **“It’s a lonely journey...”**

The Office of the Children’s Commissioner are undertaking a two year Inquiry into child sexual abuse in the family environment, which will look at how widespread it is, what must be done to support the victims, and how it can best be prevented. The Inquiry will investigate children's experiences of this type of sexual abuse and make recommendations on how services should respond.

 [www.childrenscommissioner.gov.uk/content/press\\_release/content\\_543](http://www.childrenscommissioner.gov.uk/content/press_release/content_543)

## **Neglect**

The definition from Working Together to Safeguard Children defines neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

### **NPSCC**

Factsheet on Neglect

 [www.nspcc.org.uk/Inform/resourcesforprofessionals/neglect/introduction\\_wda90252.html](http://www.nspcc.org.uk/Inform/resourcesforprofessionals/neglect/introduction_wda90252.html)

### **‘In the child's time: professional responses to neglect’**

This report explores the effectiveness of arrangements to safeguard children who experience neglect, with a particular focus on children aged 10 years and under. The report draws on evidence from 124 cases and from the views of parents, carers and professionals from the local authority and partner agencies

 [www.ofsted.gov.uk/resources/childs-time-professional-responses-neglect](http://www.ofsted.gov.uk/resources/childs-time-professional-responses-neglect)

### **‘We should have been helped from day one’: key messages about neglect and early intervention for LSCBs.**

The messages in this research summary are of interest to all Local Safeguarding Children Boards, Chairs and partners. The research provides valuable insights into the views of frontline practitioners, communities and families about how families who are experiencing neglect can be best helped early. The findings provide some practical and low-cost solutions to helping families in need. The research also provides recommendations for local and central government to consider, and which LSCBs could influence.

 [www.nfer.ac.uk/publications/LRCF04/LRCF04.pdf](http://www.nfer.ac.uk/publications/LRCF04/LRCF04.pdf)

## **Further Recommended Reading**

**A Study to Investigate the Barriers to Learning from Serious Case Reviews and Identify ways of Overcoming these Barriers**

 [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/331658/RR340.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/331658/RR340.pdf)

## **Gov.UK – Safeguarding Children**

 [www.gov.uk/childrens-services/safeguarding-children](http://www.gov.uk/childrens-services/safeguarding-children)

### **National Serious Case Reviews**

The NSPCC & the Association of Independent LSCB Chairs host a national repository of published case reviews. The aim is to hold all case reviews in a central location, so the learning contained within them is easier to access.

This can be accessed online [www.nspcc.org/scrs](http://www.nspcc.org/scrs)

### **Local Context**

As a board we advise a basic understanding of child protection & procedures. We may suggest some integral LSCB training in your first six months, which will give you an understanding of child protection issues in your area. You should discuss this with your 'buddy' who will define what is available and suitable for you to attend. Alternatively, if you source any external training you feel you may be able to use in your role, bring it to the attention of the LSCB Business Manger.

### **Conclusion**

We hope that this induction book has assisted you in gaining a greater understanding of the wider safeguarding agenda; your LSCB's role within that and your role within your local Board.

Unfortunately we are not able to give you a full understanding of all safeguarding issues in this booklet, but we hope it equips you with enough information to start to becoming an active member of your Local Safeguarding Children Board.

## **Appendix A**

### **Core Functions of Brighton & Hove LSCB**

#### **Thresholds, policies and procedures**

Developing policies and procedures for safeguarding and promoting the welfare of children in Brighton & Hove, including policies and procedures in relation to the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention, training of people who work with children, safer recruitment and staffing.

#### **Communicating and raising awareness function**

Communicating to persons and bodies in the area of the 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.

#### **Monitoring and evaluation function**

To monitor and evaluate the effectiveness of what is done by the local authority and Board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve.

#### **Function of participating in planning and commissioning**

Participating in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account.

#### **Functions relating to child deaths**

Collecting and analysing information about the deaths of all children in their area with a view to identifying safety and welfare concerns, and public health or safety concerns, arising from deaths of children.

Putting in place procedures for ensuring that there is a co-ordinated response across agencies to unexpected child deaths.

#### **Serious Case & Learning Review function**

Undertaking reviews of cases where abuse or neglect of a child is known or suspected, a child has died or a child has been seriously harmed, and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

In addition to the functions set out above, a LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

## **Appendix B**

### **Lay Member Conditions of Appointment and Confidentiality Agreement**

This agreement sets out the conditions which apply to your appointment to and membership of the Brighton & Hove Local Safeguarding Children Board (LSCB).

#### **1. Conditions of Appointment:**

##### **Independence of the Lay Member**

Lay members should be and remain independent of local agencies. They should not have been an employee or a trustee of any agency represented on the Board for at least 2 years before appointment. Lay members should declare if they are related to an employee of any agency represented on the Board. For these purposes related means by blood, marriage/civil partnership or a member of the same household.

##### **Induction & Training**

Lay members will be expected to attend basic safeguarding children training within the first three months of appointment and such other training as may be needed during the term of office.

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

Lay members should avoid involvement in any business of the LSCB which may conflict with any personal or financial interest they have. A potential conflict arises if an interest could be seen to affect adversely a member's capacity to act without prejudice or preference in a matter. In the case of doubt as to what is a potential conflict of interest the lay member should discuss it with the LSCB Business Manager or Independent Chair.

##### **Diversity & Equal Opportunities**

The lay member must act at all times in a way that shows respect for others and an understanding of a need to avoid discrimination and to promote equality of opportunity for all.

The lay member shall not discriminate against any person on the grounds of race, colour, ethnic and national origins, sex, disability, marital status, domestic circumstances, sexual orientation, age, class or ethical beliefs.

##### **Time Commitment**

Lay Members will be required to attend day time meetings up to every three months and read background material between meetings. The Lay Member may also attend sub-groups as required. However, non attendance at LSCB Board meetings (currently held quarterly) without good reason may be grounds for terminating the appointment.

##### **Term of Appointment**

Lay members will be appointed to LSCB for a term of two years. The position will be re-advertised and the lay members may re-apply.

##### **Expenses**

The role is a voluntary one, although receipted travel expenses will be reimbursed.

## **Termination of Appointment of Lay Members**

If there are concerns about a lay member's behaviour, commitment or ability which cannot be resolved through discussion and correspondence, the LSCB Independent Chair will decide whether to end the appointment of the lay member. The lay member will be informed in writing and given clear reasons for the proposed termination of appointment. The lay member will be given the opportunity to respond before a final decision is made by the LSCB Independent Chair.

## **Duty of Care**

If during the course of their appointment as a lay member to the Board they become aware of information about a child, young person or family, or service which causes them concern, they must discuss their concerns with the person nominated to support them, or with the LSCB Business Manager or the Independent Chair. This must be done without delay.

## **2. Confidentiality Agreement:**

As a lay member, you will have access to certain 'personal and business' information. This information may be confidential. It may be held in electronic format or on paper, or may be spoken in face to face or telephone conversations. The personal and business information held by the LSCB and its constituent agencies is subject to:

- a) The common law duty of confidentiality (i.e. the information is not a matter of public knowledge, and is entrusted by an individual in confidence and there is general obligation not to disclose the information without consent).
- b) The Data Protection Act (DPA) 1998 which provides for the protection of personal information. Breach of the DPA could result in a criminal prosecution.

**Personal information is information which is about or can be used to identify an individual person.**

**Business information is information about the finances, policies, systems, procedures and commercial interests of any company, firm or public agency within or associated with the LSCB.**

**For the purposes of this agreement, all personal and business information is considered to be 'confidential information', unless specifically stated otherwise.**

### **Conditions of Confidentiality**

You are required to accept and comply with the following terms and conditions:

1. You will maintain confidential information in the strictest confidence and will not divulge any of it to any third party without the prior written permission of the LSCB Independent Chair
2. You will not make use of confidential information in connection with any private or business activity undertaken by you or on your behalf or those of any relation or associate of yours.

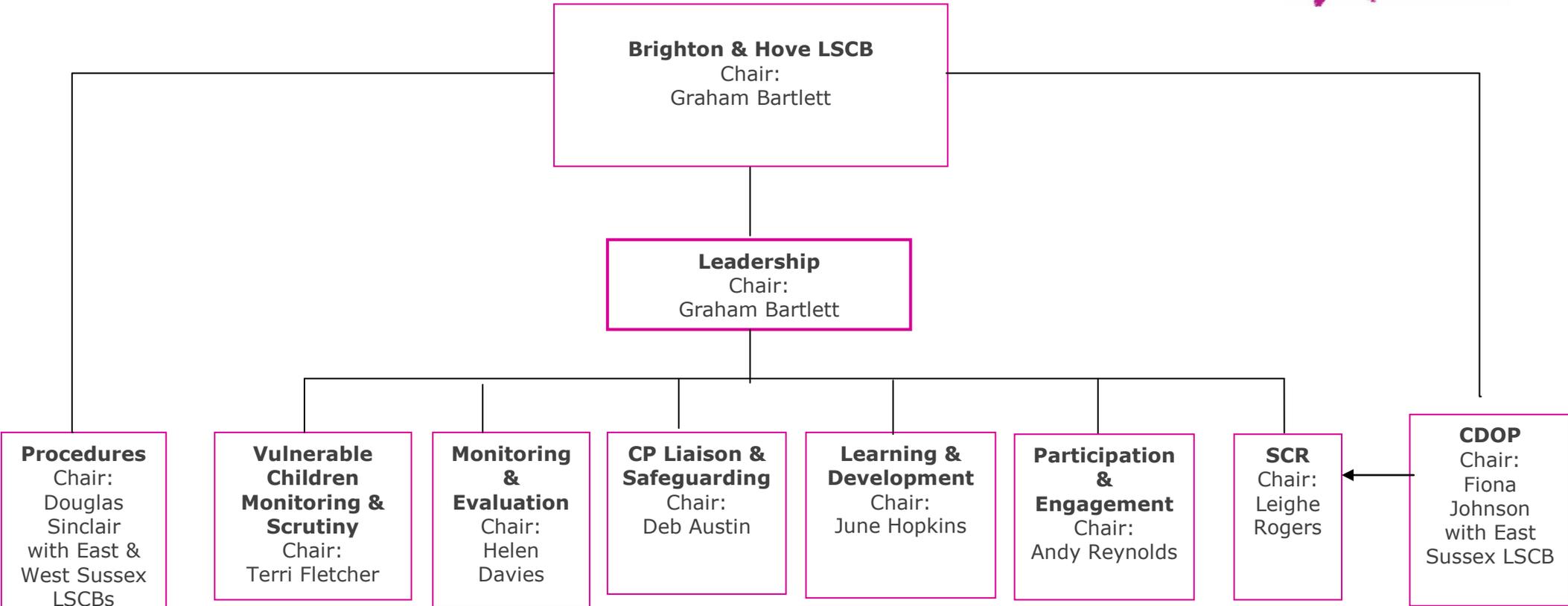
3. You will not share copies of any document or other material (in whatsoever medium) embodying any of the 'confidential information' without the prior written agreement of the Board or the LSCB Independent Chair.
4. If requested, you will provide a statutory declaration to the effect that no confidential information (in whatever medium) has been used or disclosed to any third party by you or on your behalf. Failure to comply with this will result in the immediate termination of your engagement as lay member and could result in civil or criminal action being taken against you.
5. These obligations of confidentiality shall continue beyond the term of your involvement as lay member of LSCB. All confidential information must be returned to the officers of the LSCB on the termination of your appointment.
6. The restrictions on use or disclosure of 'confidential information' will **NOT** apply to any information which is already in the public domain (provided that this has not happened because of a breach of this agreement or any other duty of confidentiality).
7. You will store any reports or other papers, in electronic format or otherwise, securely at all times including keeping all documents in a locked filing cabinet in your home.

This document constitutes the entire agreement between you and the Board with respect to confidential information. The terms of this agreement can only be changed by a written document, agreed by the Board and signed by you. If at any time any provision of this agreement is found to be illegal, unenforceable or invalid in whole or in part, then the remaining portions of the agreement will continue to be binding and in full force and effect.

### **Consent**

You will have been asked to sign this agreement.

Appendix C  
Brighton & Hove LSCB Subcommittee Structure Chart (June 2014)



The **Leadership Group** brings together the work of the Sub Committees and drives the implementation of the Business Plan

The **Monitoring & Evaluation Group** is the workhorse of the LSCB, undertaking multi-agency quality assurance work to monitor & evaluate the effectiveness of the work to safeguard & promote the welfare of children in Brighton & Hove.

The **SCR Group** commission case reviews & leads on the local learning and improvement framework

The **Learning & Development** & the **Participation & Engagement Group** are closely linked to all sub groups, and work to raise awareness of safeguarding issues & foster good multi agency working.

The **CPLG Group** is an operational group that discusses cases & acts upon the issues to improve multi agency working relationships.

The **VCMS Group** monitors and scrutinises at a strategic level the multi-agency operational groups that work with vulnerable children – focusing on missing and CSE.

## **Appendix D**

### **Key LSCB Documents**

LSCB Annual Report 2013-14

LSCB Business Plan 2013-16 with Year 2 Milestones

LSCB Learning & Improvement Framework

LSCB Training & Development Strategy (2013- 2016)

LSCB Communications Strategy (2014 - 2016)

LSCB SCR & Learning Review Procedure and Guidance

Brighton & Hove LSCB Complaints Procedure

Brighton & Hove Child Sexual Exploitation Strategy 2013-16

Pan Sussex CSE Strategy (January 2014)

#### **To be added:**

**LSCB Quality Assurance Framework**

**LSCB Constitution**

## Appendix E

### Lay Members Jargon Buster

Here is a key to guide you through meetings & paperwork, but if you do not know an acronym please ask for clarity.

A&E	Accident and Emergency
ACAS	Advice, Contact & Assessment Service – the front door to children’s social care in Brighton & Hove until September 2014 when the MASH became operational.
AD	Assistant Director
CAF	Common Assessment Framework
Cafcass	Children and Family Court Advisory and Support Service
CAMHS	Child and Adolescent Mental Health Services
CAFAT	Children and Families Assessment Team
CASH	Contraception & Sexual Health
CCG	Clinical Commissioning Group
CDOP	Child Death Overview Panel
CEOP	Child Exploitation and On-Line Protection Service
CAMHS	Child & Adolescent Mental Health Service
CiC	Children in Care
CiN	Child in Need
CME	Children Missing Education
CP	Child Protection
CQC	Care Quality Commission
CPC	Child Protection Conference
CPS	Crown Prosecution Service
CSA	Child Sexual Abuse
CSC	Children’s Social Care
CSE	Child Sexual Exploitation
CSO	Child Safety Order
CWDC	Children’s Workforce Development Council
CYPP	Children and Young People’s Plan
CYPS	Children and Young People’s Services
DASH	Domestic Abuse, Stalking and Harassment and Honour Based Violence Risk Assessment
DBS	Disclosure & Barring Service - Criminal Record Bureau checks
DCPs	Dental Practitioners and Dental Care Professionals
DCS	Director of Children’s Services
DCSF	Department for Children, Schools and Families
DfE	Department for Education
DoH	Department of Health
DPA	Data Protection Acts
DVA	Domestic Violence & Abuse
EDS	Emergency Duty Service, who answer calls to social care out of office hours
EH	Early Help
EPO	Emergency Protection Order
EYFS	Early Years Foundation Stage
FAS	Foetal Alcohol Syndrome

FAST	Family Advice and Support Team
FCO	Foreign and Commonwealth Office
FE	Further Education
FGCs	Family Group Conferences
FGM	Female Genital Mutilation
FII	Fabricated or Induced Illness
FIPs	Family Intervention Projects
GMC	General Medical Council
GO	Government Office
GOSE	Government Office of the South East
GP	General Practitioner
ICPC	Initial Child Protection Conference
ICS	Integrated Children's System
ICT	Information Communication Technology
IDVA	Individual Domestic Violence Advisor
IMR	Individual Management Review
IRO	Independent Reviewing Officer
ISA	Independent Safeguarding Authority
JAR	Joint Area Review
LAC	Looked After Children
LADO	Local Authority Designated Officer
LL/LT	Life Limiting or Life Threatening
LR	Learning Review
LSCB	Local Safeguarding Children Board
MAPPA	Multi Agency Public Protection Arrangements
MARAC	Multi Agency Risk Assessment Conference
MASH	Multi Agency Safeguarding Hub
ME	Medical Examiner
NAI	Non Accidental Injury
NICE	The National Institute for Health and Clinical Excellence
NPIA	National Police Improvement Agency
NRM	National Referral Mechanism
NSF	National Service Framework
NSM	Named Senior Managers
OFSTED	Office for Standards in Education, Children's Services & Skills
PACE	Police and Criminal Evidence Act (also Parents Against Child Exploitation)
PDU	Problem Drug Users
PND	Police National Database (also Perinatal Depression)
PPO	Probation and Prisons Ombudsman
PRU	Pupil Referral Unit
PSA	Parental Support Advisers
PSHE	Personal, Social Health and Economic Education
RCA	Root Cause Analysis (method of case review)
RSHO	Risk of Sexual Harm Orders
S.11	A section 11 audit is completed by partner agencies every two years to demonstrate that they are meeting their safeguarding responsibly
S175/157	These self assessments are filled out by schools to evaluate their safeguarding standards.

S.47	A section 47 enquiry is an investigation carried out by Children's Services when they have reasonable cause to believe that a <b>child</b> living in their area has suffered or is likely to suffer significant harm.
SARC	Sexual Assault Referral Centre
SARS	Sexual Assault Referral Services
SCH	Secure Children's Homes
SCIE	Social Care Institute for Excellence. Our case reviews follow the SCIE Learning Together methodology.
SCRs	Serious Case Reviews
SEN	Special Education Needs
SFO	Serious Further Offence
SI	Serious Incident
SOPO	Sexual Offences Prevention Order
STC	Secure Training Centre
SUDI	Sudden Unexpected Deaths in Infancy
TAPA	Teen to Adult Personal Advisors
UASC	Unaccompanied Asylum Seeking Child
UKBA	United Kingdom Border Agency
UKHTC	UK Human Trafficking Centre
VISOR	Violent and Sexual Offenders Register
VOO	Violent Offender Order
WT	Working Together 2013
YJB	Youth Justice Board
YJS	Youth Justice System
YOI	Young Offender Institution
YOT	Youth Offending Team