

January 2021

## **Gloucestershire Safeguarding Children's Partnership Scheme of Delegation**

In responding to the requirements of Working Together 2018, Gloucestershire implemented its revised child safeguarding arrangements in shadow form in December 2018, with full implementation in July 2019. Local arrangements consist of an Executive, a Management Group and a series of sub groups leading on specific safeguarding themes. Detailed Terms of Reference for each partnership element form part our published arrangements which are available on the [GSCP Website](#)

At a meeting of the Executive on 15th October 2020 safeguarding partners agreed to refine the membership, structure and roles of the key elements comprising Gloucestershire Safeguarding Children's Partnership (GSCP). This scheme of delegation sets out the delegation of authority to the Executive, Management Group and Subgroup and will be subject to at least annual review as part of Gloucestershire child safeguarding arrangements.

### **Gloucestershire Safeguarding Children Partnership Executive Chair – Clinical Commissioning Group**

Comprised of the strategic leads and deputies from the statutory safeguarding partners, the Executive has overall responsibility for child safeguarding arrangements in the county of Gloucestershire. This reflects the duty placed on the statutory safeguarding partners to set in place and oversee arrangements to safeguard and promote the welfare of all children in their area, including holding agencies to account.

1. Set out local Safeguarding Children Partnership arrangements, strategy - supported by a cycle of business planning.
2. Hold agencies to account through a range of arrangements including – Section 11 audit, Escalations and Local Child Safeguarding Practice reviews
3. Commission and approve the GSCP Annual Report
4. Approve and respond to the I.S. Annual Statement of Effectiveness.
5. Approve Management Groups proposed I.S. arrangements
6. Approve and respond to the S11 Assurance Report
7. Approve the Risk Register
8. Take note of Annual Reports Received by the GSCP Management Group
  - a. CAFCASS Annual Report
  - b. Children in Care Annual Report
  - c. IRO/CP Chairs Annual Report
  - d. Corporate Parenting Annual Report
  - e. Early Help Strategy / Annual Report
9. Agree the annual budget and partner contributions
10. LCSPR Report, Response and Publication plan sign off

## Gloucestershire Safeguarding Children Partnership Business Unit

The Business Unit provides the logistical and administrative support to the partnership, funded through the combined contributions from the CCG, GCC and Constabulary, and has responsibility for the following:

1. Support and advise the partnership including Chairs and Lead officers of the partnership assisting the partnership in holding to account where necessary
2. Advise and promote the work of the GSCP with all partners and relevant agencies
3. Administer all GSCP meetings as set out in the safeguarding partnership structure ensuring minutes, papers and actions are collated shared and administered effectively
4. Oversee and manage the Business Units functions and staff including:
  - a. Safeguarding in Education Traded Service Team,
  - b. Multi-Agency Training Offer ensuring they have the resources and capacity to deliver
5. Respond to and administer the partnership response to Serious Incident Notifications in line with Working Together ensuring Rapid Reviews are held and reported on in line with legislation
6. Oversee and respond to all Child Death and Acute Life Threatening Event (ALTE) notifications in line with legislation ensuring close links with serious safeguarding review processes
7. Administer and facilitate at the direction of the partnership Local Child Safeguarding Practice Reviews in line with legislation
8. Administer and oversee as directed by the partnership all Multi Agency Audits holding and guiding the partnership to a schedule of activity for the year
9. Oversee and support the collation and analysis of partnership data to ensure the Executive has exceptions reports based on up to date analysis of partnership data. Reporting to the Executive any barriers to collection and engagement from partners
10. Administer the partnerships policies and procedures and local arrangements ensuring the subgroup/s responsible are reviewing and refreshing as required
11. Ensure the partnership reviews and publishes the following documents in line with legislation
  - a. Published Arrangements
  - b. GSCP Annual Report
  - c. CDOP Annual Report
  - d. Independent Scrutiny Statement of Effectiveness
  - e. Policies and Procedures including Local Arrangements
12. Oversee and administer the following on behalf of the Executive
  - a. Annual review of the partnership Risk Register
  - b. Partnership Action Log relating to findings from LCSPR, Rapid Review and Child Death Reviews
  - c. Partnership Action logs from all meetings within the GSCP structure
13. Manage the Safeguarding Partners Website and other public facing communications portals including the South West Child Protection Procedure Portal
14. Manage and distribute a GSCP monthly newsletter and emergency Alert system, keeping up to date with current themes and activity
15. Manage the annual Budget for the Safeguarding Partnership reporting to the Partners on exceptions and any emerging pressures seeking executive sign off for any new single expenditure of over £7000.
16. Management of Contracts against budgeted allocations on behalf of the Partnership, Including
  - a. Software solutions for Child Death Review, Safeguarding Practice Reviews, eLearning packages and Multi Agency Training Event Management systems
  - b. Independent Consultants, Trainers, Independent Rapid Review Chairs and Auditors.
  - c. Independent Scrutiny Functions
  - d. South West Child Protection Procedures Manual consortium membership. Gloucestershire as Contract Lead for the South West until 2023
  - e. Individual Partnership agreements and contracts

## **Gloucestershire Safeguarding Children Partnership Management Group Chair GCC CSC Director for Strategic Partnerships**

The Management Group comprises of the Sub Groups Leads and other senior agency leads. It is charged with supporting the flow of activity between the GSCP and Subgroups, with exception reporting on issues of concern or a lack of progress against agreed actions. Coordinate commission and sign off on statutory functions including annual reporting, compliance, publication & quality assurance.

1. Reviewing GSCP Published arrangements on a 12 month cycle
2. MA national survey/review responses e.g. Allan Woods 2020 Survey
3. GSCP Annual Report commission and recommendation for approval by the GSCP Executive
4. LADO Annual Report – GCC Sign off and submission to GSCP for information and assurance of compliance. Management Group to receive and ensure link within Annual Report
5. Private Fostering Annual Report – Sign off and ensure link within Annual Report
6. Children in Care Annual Report – Receive on behalf of the GSCP Executive
7. Child Death Overview Panel Annual Report Signed off by CCG and GCC CSC. Management Group to ensure link within Annual Report
8. IRO/CP Chairs Annual Report GCC Sign off and submission to GSCP Executive for information and assurance.
9. S175 Schools Compliance Annual Report - Sign off and ensure link within Annual Report
10. CAFCASS Annual Report – Receive on behalf of the GSCP Executive
11. Corporate Parenting Annual Report GCC Sign off and submission to GSCP Executive for information and assurance
12. Early Help Strategy / Annual Report GCC Sign off and submission to GSCP Executive for information and assurance
13. Manage S11 Process submitting Assurance Report to the GSCP Executive
14. Recommend I.S. arrangements overseeing contracting and following approval Appoint I.S. function
15. Manage LCSPR Publication Planning – Including GSCP Comms support arrangements decision sign off as part of publication planning
16. LCSPR recommendation to the GSCP Executive for report sign off and Publication plan
17. Manage the GSCP Risk Register for the Year – Recommend sign off at GSCP Executive
18. Data Exceptions Reporting to the GSCP Executive – Schedule of reports to be considered
19. Oversee and hold to account agency cascade processes from subgroups to Partners and Relevant agencies Reporting to Executive on emerging priorities
20. Set out and oversee the partnership Communications and PR strategy

### **Children of Concern (Complex Case Panel) Chair Childrens Social Care**

Comprised of senior partnership Executive representation, CCG, GCC CSC and constabulary, Chaired by CSC and supported by the GSCP Business unit meeting monthly/Bi Monthly to provide a protected space for statutory partnership representatives to come together to discuss children of concern in 'real time' and will be responsible for:

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation is at a senior\_multi-agency decision making level

2. Take forward the Children of Concern work presented by GCC's children's social care to complete a partnership 'deep dive' in respect of the 10 x identified young people and report back on the overarching key themes and issues so that the Executive can decide on 'next steps'
3. Consider how the children's safeguarding strategic partnership can work together to demonstrate our 'shared and equal' duty (WT 2018) and strengthen the partnership approach to children of concern moving forward
4. Manage and improve inter-agency risk management of children and young people
5. Direct and oversee the amendment of the GSCP Escalation process in line with the panels objectives
6. Recognise wider service or policy gaps so that strategic work can be taken forward via the GSCP Management Group
7. Report through an annual report to the GSCP Executive whether;
  - a. The panel is achieving its intended impact on individual cases
  - b. Whether the panel is fulfilling the recommendations of relevant safeguarding Reviews and Multi-agency Audits
  - c. Any identified update guidance
  - d. Any Identify gaps in commissioning
  - e. Any areas of Identification and promotion of best practice.
8. Ensure a process for the Panel is in place and reviewed regularly

### **Gloucestershire Safeguarding Children's Partnership Subgroups**

The Sub Groups will drive activity within their thematic areas in line with the Executive's priorities seeking management group support and input where necessary. This will involve developing and delivering suitable policy, audit, compliance, data exceptions and QA processes on behalf of the Executive. Autonomously addressing operational activity seeking

### **Quality and Improvement in Practice (QiiP)**

#### **Chair – Clinical Commissioning Group**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Signing off Rapid Review Reports to be submitted to the National Panel – Must be signed off by the three principle partner's representatives on behalf of their agencies.
3. Signing off on the decision to proceed to an Local Child Safeguarding Practice Review (LCSPR)
4. Agree and set out Scope, methodology and timelines for al LCSPR's and overseeing progress and adherence to timescales as set out in legislation
5. Signing off Multi Agency Audit Reports and action plans – submitting as part of exceptions reports to the GSCP Management Group the findings and actions from Audit
6. Oversee or undertake any amendment of GSCP Policy or Processes following Multi-Agency Audit, Rapid Review or LCSPR findings seeking review of policy or process.
7. Sign off on the use of independent Rapid Review Chairs, Independent Audit Chairs and other such consultants, paying heed to budget constraints
8. Oversee and sign off MA training arrangements
9. Dissemination of themes from Rapid Review and LCSPR – Reporting to the Management Group on emerging priorities
10. Data Exceptions Reporting oversight and management
11. Holding partners and relevant agencies to account on the measurement of impact and change in practice

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

### **Chair - Public Health**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Oversee and ensure that the Child Death Review Team are undertaking the following
  - a. Child Death Reviews are conducted in line with legislation
  - b. Acute Life Threatening Event processes are conducted in line with legislation
  - c. Hold the CDR team to account for the completion of actions culminating from Initial and final case reviews
  - d. Records and data is kept in line with legislation and shared as required to improve practice
  - e. Ensure that the requirement to report to the National Child Mortality Data Base is undertaken in line with legislation
  - f. That close links with serious safeguarding reviews are established and maintained
  - g. Learning from reviews is cascaded across the partnership and to the general public
3. Amend policy and process following Multi-Agency child death review or ALTE review findings reporting nationally where required
4. Data Exceptions Reporting to QiiP
5. Oversee and manage the production of a CDOP Annual Report ensuring sign off by the lead agencies for child death the Clinical Commissioning Group and GCC Childrens Social Care
6. Ensuring all activity is in line with budgets

## **Child Exploitation and Missing**

### **Chair – Constabulary**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Amend GSCP Policy or Processes following Multi-Agency Audit, Rapid Review or LCSPR findings seeking review of policy or process.
3. Oversee and sign off on Missing, Exploitation strategies
4. Sign off screening tools created, amended
5. Oversee implementation of revised policy, process and toolkits relating to group
6. Data Exceptions Reporting to QiiP

## **District Safeguarding**

### **Chair – Districts**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Amend GSCP Policy or Processes following Multi-Agency Audit, Rapid Review or LCSPR findings seeking review of policy or process.
3. Oversee and recommend S3 Licencing act arrangements for the GSCP Executive
4. Collate and report on District S11 Duties as a single report
5. GSAB link with Partnership (Shared Subgroup)
6. Data Exceptions Reporting to QiiP

## **Education and Early Years Subgroup**

### **Chair Education (to be discussed)**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Ensure Education Sector Representation and engagement with the GSCP

3. QA and assurances of the Safeguarding In Education Traded Service Offer
4. QA and assurances of DSL safeguarding training offer
5. Holding sector to account regards
  - a. Engagement in Serious Safeguarding Reviews (Rapid Reviews, LCSPR's etc)
  - b. Multi-Agency Audit
  - c. S175 Audits
  - d. Child Death Reviews
6. Marinating, managing and overseeing Education Settings partnership relations reporting to the GSCP Management Group and issues on exception
7. Amend GSCP Policy or Processes following Multi-Agency Audit, Rapid Review or LCSPR findings seeking review of policy or process.
8. S175 Schools Compliance Annual Report oversight and management
9. Pupil Welfare Survey (PWS) – oversight and management – reporting and managing compliance and concerns
10. Data Exceptions Reporting to QiiP

### **Policy and Procedure Group (To be created)**

#### **Chair – CSC HOS**

1. Manage TOR and membership of subgroup ensuring Partnership Quoracy and suitable representation
2. Oversee SWCPP process and MA Manual updates from Tri-X twice a year
3. Oversee all policy and procedure amendments with QA function monitoring subgroup activity on process, policy and procedure updates as required from Audit, and review processes
4. Oversee local arrangements and processes are uploaded and available through the SWCPP portal

# Gloucestershire Safeguarding Children Partnership

