

Cardiff and Vale of Glamorgan Safeguarding Boards

Communication & Engagement Sub Group

Terms of Reference

INTRODUCTION

This group will be known as the Cardiff and Vale of Glamorgan RSCB and RSAB Communication and Engagement Sub Group (C&V RSB Communication and Engagement Sub Group).

AIM

The Communication and Engagement Sub Group will work on behalf of both the Regional Safeguarding Children Board (RSCB) and the Regional Safeguarding Adults Board (RSAB) to ensure that the links between the Regional Safeguarding Boards and the community are strengthened. The Sub Group will plan, commission and evaluate the work of partner agencies to ensure local need is consistently being met.

The Communication and Engagement Sub Group will also ensure that there are effective mechanisms in place for information sharing and good practice. This will include awareness raising and the strategic co-ordination of public engagement activity consulting with children and adults at risk, their carers and professionals on matters relating to safeguarding.

OBJECTIVES

In line with the Social Services and Well-Being (Wales) Act 2014, the Communication and Engagement Sub Group will work to ensure the RSCB and RSAB can carry out the following functions:

1. Raise awareness throughout the Boards' area of the Boards' objectives to protect and prevent children and adults from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved
2. Identify a process/processes for ensuring children or adults who are, or may be, affected by the exercise of a Safeguarding Boards functions are given the opportunity, at least once a year, to participate in the work of the Boards
3. Disseminate information about best practice and learning arising from reviews, to share information with Board members, other Safeguarding Boards, the National Independent Safeguarding Board, and children and adults who are or may be affected by the exercise of a Safeguarding Boards functions

FUNCTIONS OF THE SUB GROUP

The function of the Communication and Engagement Sub Group is to:

1. Arrange an annual Safeguarding Information Event to provide individuals and organisations working with children and vulnerable adults information on keeping children and vulnerable adults safe in voluntary, community and faith group activities
2. Develop and maintain a directory of organisations that work with children and adults at risk in Cardiff and the Vale of Glamorgan and their links to each other, in line with work being carried out by Voluntary Action Cardiff (VAC), Cardiff Children & Young Peoples Partnership (CYPP), Vale of Glamorgan Voluntary Services (GVS) and Vale of Glamorgan Children's and Young People's Partnership (CYPP)
3. Contribute to the development of an annual or bi-annual newsletter updating organisations of work being carried out by the RSAB and RSCB

4. Contribute to the development of different forms of communication (online, newsletter etc.) in order to update the public of work being carried out by the RSAB and RSCB
5. Scope ways of engaging children, parents, carers and adults at risk in participating in the work of the Boards and to report on the outcomes of that engagement to the Business Planning Group in order to inform the Business Plan and Annual Report
6. Carry out any work in order to meet the objectives stated in the RSAB and RSCB Annual Plans

MEMBERSHIP

The Communication and Engagement Sub Group will include people with organisational responsibility for those who will partake in engagement, participation and communication activities. They should have sufficient authority to make decisions in relation to engagement, participation and communication.

It should also include members with sufficient knowledge of engagement and participation processes to enable them to make informed decisions regarding the development and evaluation of the Communication and Engagement Strategy.

1. The Cardiff and Vale of Glamorgan RSCB and RSAB Communication and Engagement Sub-Group will comprise of representatives from all member agencies
2. All members must be given adequate time and resources by their agency to undertake the work agreed by the RSCB and RSAB
3. Fully briefed deputies will be substituted where they meet membership requirements
4. It is expected that current members will be replaced at that level in the event of current post holders leaving
5. Legal Representatives will attend as advisors when required

A list of members is as follows:

Agency	Role
Regional Safeguarding Board Business Unit Chair	Business Manager
Cardiff Children Services	Independent Reviewing Officer
Vale of Glamorgan Children and Young People Services	Policy & Quality Assurance Officer
Cardiff Adult Services	Operational Manager, Physical Disability
Vale of Glamorgan Adult Services	Operational Manager, Social Services Safeguarding & Service Outcomes
Cardiff Council Corporate Communication Team	Senior Communications Officer
Vale of Glamorgan Corporate Communication Team	Corporate Communications Manager
South Wales Police	Detective Inspector, Eastern BCU
Probation	Business Manager
Cardiff and Vale of Glamorgan UHB	Senior Nurse
Velindre, NHS Trust	Senior Nurse safeguarding and Public protection
Vale of Glamorgan Education Department	Education Safeguarding Officer
Cardiff Council Education Department	Education Safeguarding Officer
Barnardo's	Team Manager

NYAS	Project Manager
NSPCC	Team Manager
Third Sector Rep (Children)	Community Investment Officer , TYHO and Taff Housing Association
Third Sector Rep (Adults)	TBC

The C&V RSB Communication and Engagement Sub Group may also co-opt members from other RSAB and RSCB member agencies as necessary for specific pieces of work.

For a meeting to be quorate, a minimum of three agencies should be present, to include the Chair or Vice Chair and a representative from any associated task and finish groups.

ACCOUNTABILITY

1. Communication and Engagement Sub Group members are accountable to the RSCB and RSAB and must report to them via the Business Planning Groups
2. Group members are responsible for ensuring the correct membership from their agencies
3. It is the responsibility of members of the Sub Group to communicate relevant matters within their own organisation and ensure that these are acted upon
4. The group will take forward objectives and any relevant Communication and Engagement issues as included in the RSAB and RSCB Annual Plans
5. The Chair (or Vice Chair) of this group will report quarterly to the RSAB and RSCB Business Planning Groups

CHAIRING ARRANGEMENTS

The C&V RSB Communication and Engagement Sub Group Chair will be nominated by and subsequently be a member of, the RSCB and RSAB Business Planning Groups. The C&V RSB Communication and Engagement Sub Group Vice Chair will be nominated by the Sub Group.

The Chair and Vice Chair term will be 1 year and the Vice Chair will take on the role of the Chair after this term. A Vice Chair will need to be nominated on a yearly basis.

MEETINGS

The Communication and Engagement Sub Group will meet on a two-month basis.

Task and Finish Groups will be set up, with the support of the Safeguarding Business Unit, and will involve relevant representatives from partner agencies as required.

The agenda for each meeting will be determined by the Chair, working in conjunction with the Safeguarding Business Unit Business Manager, based on the Sub Group work programme, emerging themes/issues and from the agreed actions of previous meetings.

The Safeguarding Business Unit will provide administrative support.

All papers will be circulated 10 working days before the meeting.