



**CARDIFF AND VALE OF GLAMORGAN REGIONAL
SAFEGUARDING BOARD**

INDUCTION PACK



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WELCOME

We are very pleased to welcome you to the Cardiff & Vale of Glamorgan Regional Safeguarding Boards (C&V RSB). This induction pack has been designed to provide new Board and Sub Group members with an introduction to their roles and responsibilities and to provide an overview of the functions of the Safeguarding Boards.

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.

The Social Services and Well-being (Wales) Act 2014 introduces a strengthened, robust and effective partnership approach to safeguarding.

One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

Board and sub group members play a vital role on behalf of their organisations in safeguarding both children and adults.

We hope that you find this pack useful, and look forward to working with you.

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Co-Chair of Cardiff & Vale
Safeguarding Boards



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Co-Chair of Cardiff & Vale
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Safeguarding Boards

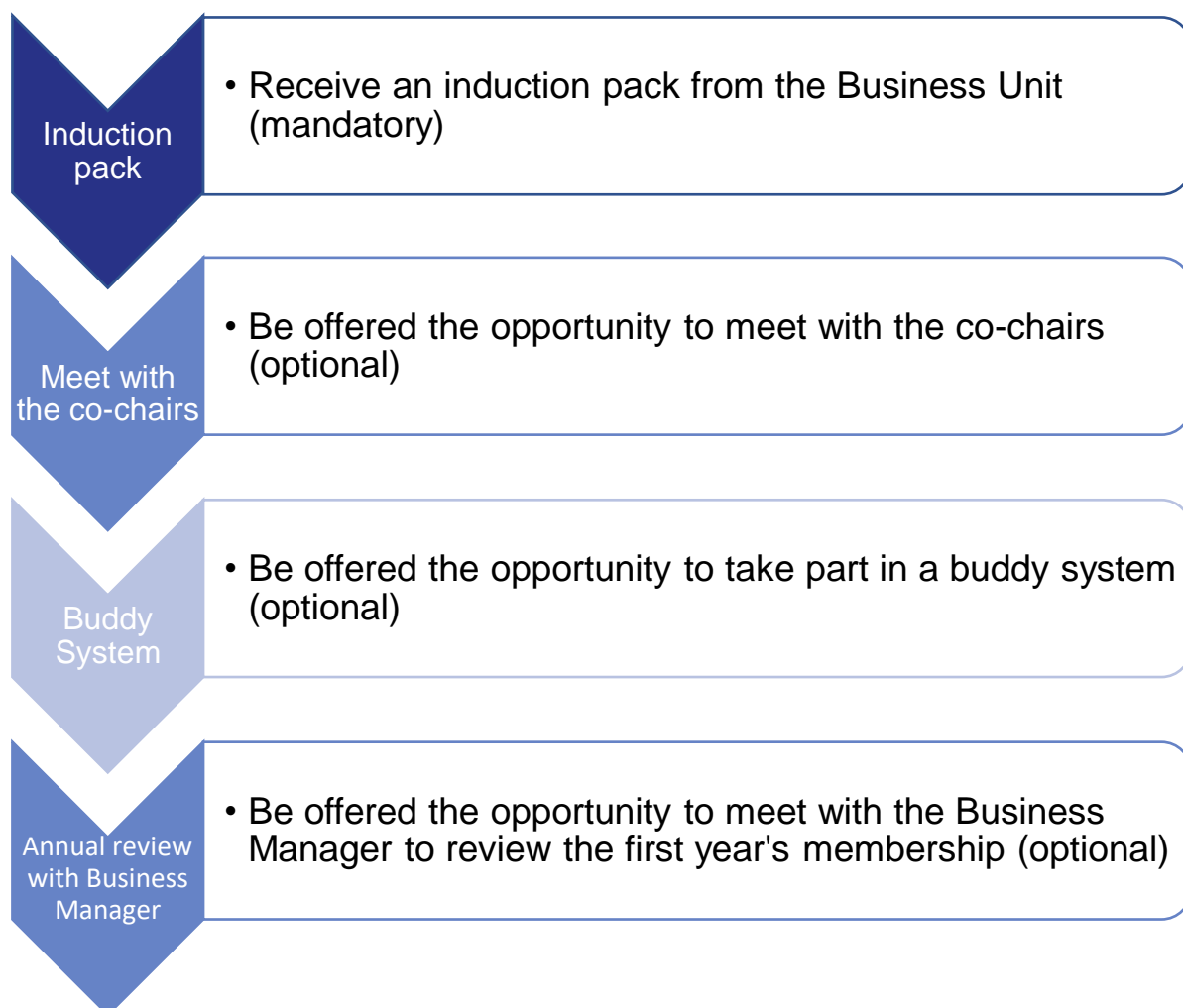


INDUCTION PROCESS

Chapter 2 of the Guidance published under [Part 7 of the Social Services and Wellbeing \(Wales\) Act 2014](#) provides Safeguarding Board partners information on its effective operation and the functions it is required to undertake. A Board is expected to provide new appointees with a statement of the expectations and commitment required of a Board member and induction into the functions and governance of the Board.

This is essential to ensure Safeguarding Board members are clear on their accountability to their agencies and to the Board as a whole fulfilling their collective responsibility. Each Safeguarding Board partner must take all reasonable steps to ensure that the Safeguarding Board on which it is represented operates effectively.

In line with this requirement, the Cardiff & Vale Regional Safeguarding Boards have the following induction process for all new members of the Board and sub groups.



OUR MISSION STATEMENT

Cardiff and Vale of Glamorgan Regional Safeguarding Boards will ensure that effective arrangements are in place to protect children and adults who have care and support needs within the region who are experiencing, or are at risk of abuse, neglect or exploitation.

The Board will provide the overall responsibility for challenging agencies to ensure effective measures are in place to protect and prevent.

To achieve these aims the Boards will:

- Promote the development of strategies to prevent risk effectively
- Ensure that agencies are able to challenge themselves and partners in delivering their individual and shared accountability for safeguarding effectively
- Ensure that the voice of the person is heard and recognised in its deliberations
- Promote a culture of critical analysis and review to ensure that lessons are learned when people suffer harm because of gaps in policy, systems or practice

WHAT IS SAFEGUARDING?

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers. One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can to ensure that children and adults at risk are protected from abuse.

Safeguarding children and young people includes:

- to protect children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- to prevent children within its area from becoming at risk of abuse, neglect or other kinds of harm

Safeguarding adults includes:

- protect adults in its area who have needs for care and support (whether or not a local authority is meeting any of those needs), and
- are experiencing, or at risk of, abuse or neglect, and
- prevent those adults within its area mentioned above from becoming at risk of abuse or neglect.

INTRODUCTION TO CARDIFF AND VALE OF GLAMORGAN REGIONAL SAFEGUARDING BOARD

The Cardiff and Vale Regional Safeguarding Board (C&V RSB) is a multi-agency partnership which has the responsibility to protect from, and prevent the abuse of children, young people and adults at risk in Cardiff and the Vale of Glamorgan.

C&V RSB is a combined Board where both children and adults safeguarding is at the centre of the work during C&V RSB meetings. The Board brings together representatives of each of the main agencies and professionals responsible for safeguarding children and adults in need of care and support in our region.

Membership details of the Safeguarding Children and Adults Boards can be accessed from the following links:

<https://www.cardiffandvalersb.co.uk/children/about-the-rscb/board-members-structure/>

<https://www.cardiffandvalersb.co.uk/adults/about-us/board-members/>

A Safeguarding Board has a number of functions that can be found in the Social Services and Well-being (Wales) Act 2014 – [Working Together to Safeguard People: Volume 1 – Introduction and Overview](#).

As outlined in the Social Services and Well-being (Wales) Act 2014 – Working Together to Safeguard People guidance, the objectives of a Safeguarding Children Board are:

- a) to **protect** children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- b) to **prevent** children within its area from becoming at risk of abuse, neglect or other kinds of harm.

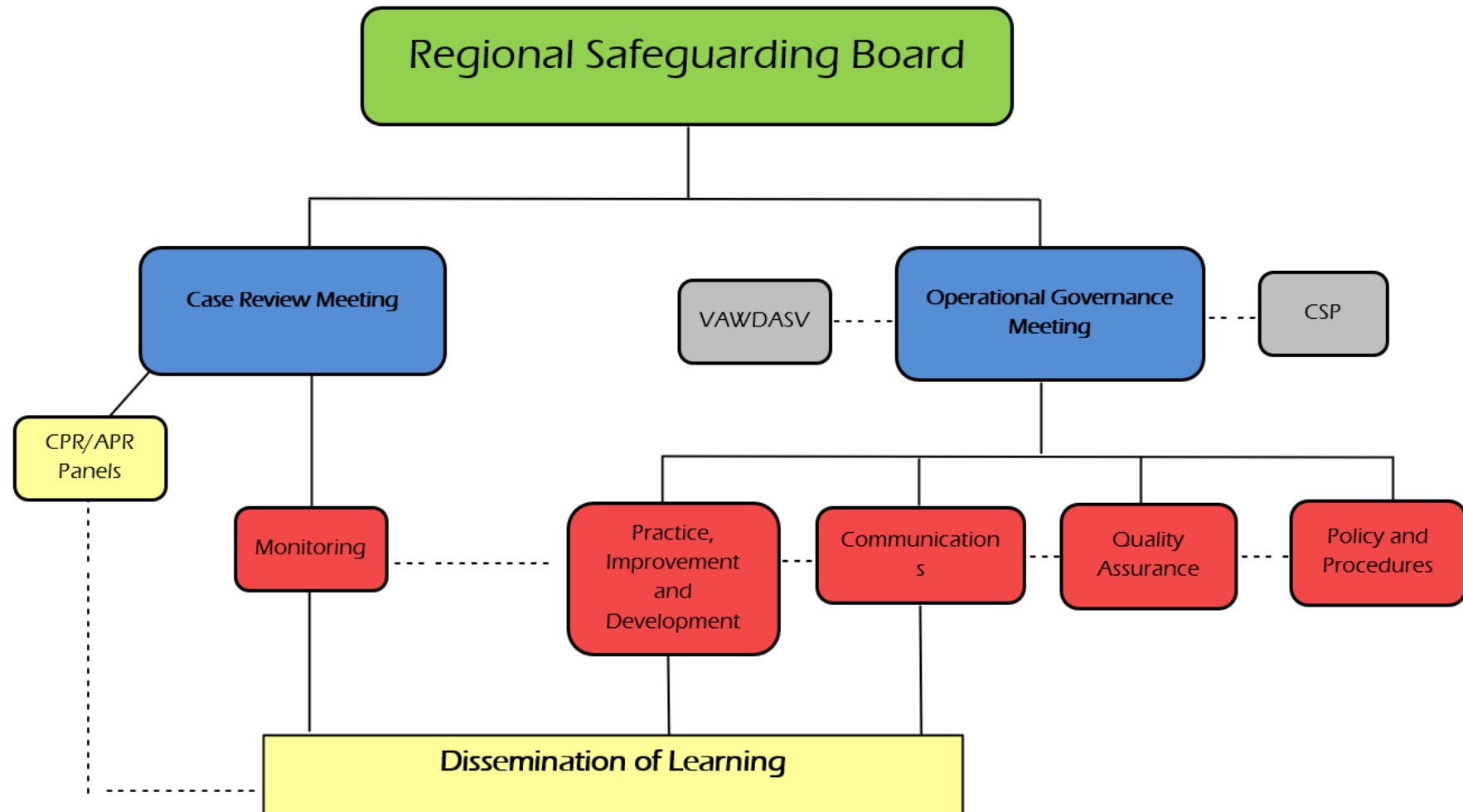
As outlined in the Social Services and Well-being (Wales) Act 2014 – Working Together to Safeguard People guidance, the objectives of a Safeguarding Adults Board are:

- a) to **protect** adults within its area who have needs for care and support (whether or not a local authority is meeting any of those needs) and are experiencing, or are at risk of, abuse or neglect
- b) to **prevent** those adults within its area mentioned above, from becoming at risk of abuse or neglect

Each Regional Safeguarding Board is expecting to produce and publish an Annual Plan by 31 March. Each Regional Safeguarding Board is also expected to produce and publish an Annual Report by 31 July.

C&V RSB current annual plan and reports can be found [here](#) and [here](#).

C&V RSB STRUCTURE



ROLE PROFILE – BOARD MEMBER

Each agency has, as a member of the Board or sub group, a responsibility to promote the effective functioning of the Board.

Each agency is therefore required to make a formal commitment to the work of the Board to ensure its priorities are achieved.

All agencies and organisations providing services for children/adults with care and support needs will have in place:

- A clear commitment from senior management as to the importance of safeguarding
- A clear line of accountability within the organisation for work relating to safeguarding and performance
- Recruitment and HR management procedures that take into account the need to safeguard, including appropriate checks on new and existing staff and volunteers

Members are required to:

- Prioritise attendance at Board/sub group meetings and only in exceptional circumstances should a deputy attend. This deputy must also be in a position to make a decision on behalf of their agency/organisation
- Communicate the work of the Board/sub group within their agency/organisation in order to promote positive outcomes for children/adults at risk
- Be a Safeguarding Lead for their agency/organisation and drive the safeguarding agenda forward at all local, regional and national partnership forums
- Be able to influence strategic planning for safeguarding children/adults at risk within their own agency/organisation
- Raise awareness throughout the region of the need to safeguard children/adults at risk
- Promote the priorities of the Board and outcomes as set in the Annual Plan
- Be responsible for ensuring all staff in their agency/organisation are aware of the necessity of reporting concerns about safeguarding practice.
- Disseminate information between their agency/organisation and the Board
- Feedback to their agency/organisation the work being done by the Board
- Represent the Board on other forums and strategic partnerships
- Participate or identify an individual from their agency/organisation to participate in Sub Groups, Task & Finish Groups and other consultation processes
- Ensure the implementation of their own agencies/organisations action plans in relation to CPR/APR's
- Bring to the attention of the chair any conflict of interest between their role on the Board and their own agencies/organisations responsibilities
- Bring to the attention of the chair any concerns arising from the handling of a case or cases that have been raised by a member of their agency/organisation

- Report any issues or concerns in their individual organisation to the Board routinely under the hot topics item on the agenda
- Contribute to the development of the Board's Annual Plan and Annual Report
- Comply with and support any audit undertaken on the effectiveness of the Board or safeguarding practice within their agency/organisation
- Maintain up to date knowledge of safeguarding issues, undertaking personal training as required

Print name: _____

Sign: _____

Date: _____

Please sign, scan and send back to CardiffandValeRSB@cardiff.gov.uk

C&V RSB Structure of Sub-Groups and Associated Work Streams

Regional Board Responsibilities

- Setting strategic direction of all work
- Agreeing Annual Plans including deciding strategic priorities
- Agreeing Annual Reports including completed priority actions
- Scrutinising and Publishing Child and Adult Practice Reviews and dealing with media enquiries
- Accepting quarterly reports from Case Review Meeting and Operational Governance Meeting
- Undertaking an annual development session which incorporates a self-assessment of the Board's effectiveness
- Ensuring all members understand the work and statutory functions of the Board
- Liaising with Welsh Government about emerging national priorities
- Liaising with other Regional Boards

Case Review Meeting

Making recommendations to Board Chairs in respect of the following:

- Child Practice Reviews
- Adult Practice Reviews
- Thematic Reviews
- Historical Reviews
- Multi –Agency Professional Forums

Quarterly reporting into Regional Board to include:

- Progress on Reviews
- Allocation of Reviewers and Chairs
- Signing off action plans (Via the Monitoring Group)
- Single Unified Safeguarding Review Updates

Overseeing the work of the Monitoring Group and reporting back to Regional Safeguarding Board by exception.

Quality assuring draft reports prior to presentation to Board

Operational Governance Meeting

Quarterly reporting into the Board to include work stream updates from:

- Policy and Procedures Group
- Quality Assurance Group
- Communications Group
- Practice and Improvement Group

Primarily using this reporting method to keep Board members appraised of blockages and difficulties, and informing them of innovative or good practice

Monitoring each of the above sub-groups progress against their specific work plans

Making links with other regional partnerships including VAWDASV Boards and Community Safety Partnerships

Being involved in the development of Annual Plans and Reports prior to submission to Board for final approval

Collating information from agencies safeguarding self-assessments and reporting to Board by exception

The following sub-groups will carry out the work to support the Regional Board in delivering their Strategic Priorities and Annual Plan.

Monitoring Group

To monitor all recommendations from child and adult practice reviews ensuring that:

- Agencies are compliant with them
- Any difficulties with delivering recommendations from the composite action plan are reported to the Case Review Meeting and Regional Board
- When individual recommendations are completed they are removed from the composite plan
- When individual action plans are completed they are reported to Case Review Meeting and Board
- Learning from reviews is recognised and disseminated to the wider work force through a variety of methods using the communications sub-group and practice improvement and development sub-group

Practice Improvement and Development Group

To manage all strategic priorities and emerging themes via Task and Finish groups including:

- Asylum Seekers
- Contextual safeguarding

To manage the dissemination of information and updates from the Wales Safeguarding Procedures

To maintain links with all training providers in the region to ensure safeguarding is included in training that is delivered

To work with Social Care Wales in the development of national training standards

To maintain links with the monitoring sub-group and the communications sub-group to ensure that learning from reviews is disseminated with the wider workforce

To oversee the work which contributes to National Safeguarding Week from our region

Communications Group

In line with strategic priorities ensure that the voice of the service user is heard through a variety of engagement methods and advocacy providers

To manage and monitor all communications from the Regional Safeguarding Board including:

- Web development
- Branding
- Publicity
- Communications to networks and stakeholders
- Translation services

To manage the publication of child and adult practice reviews including:

- Press statements and conferences
- Liaison with Welsh Government
- Storage of published reviews

To maintain links with the monitoring sub-group and the practice improvement and development sub-group to ensure that learning from reviews is disseminated with the wider workforce

To oversee the work which contributes to National Safeguarding Week from our region

Quality Assurance Group

To manage all of the data analysis on behalf of the Board including:

- Using the agreed data dashboard to identify trends and emerging concerns
- Reporting in to Operational Governance Meeting and the Board by exception

Production of a Quality Assurance framework which will ensure that Board members are assured that safeguarding is effective in all its constituent agencies

Production of 'scorecards' and summary information to be presented to Board members on a quarterly basis

To encourage agencies to raise 'causes for concern' and identify where further analysis of cases should be undertaken

To be responsible for audits where concerning trends are identified

To oversee the annual self-assessment review of agencies and collate information for Operational Governance Meeting to inform the overarching Board self- assessment review

Policy and Procedures Group

To ensure that the Board has all of the necessary regional and local policies and procedures specified in the Wales Safeguarding Procedures

To work with a number of task and finish groups to develop, review and refine policies and procedures as necessary including:

- Neglect toolkit
- Child and Adult Practice Review toolkit
- Regionalisation of documentation

To work with other Board regions to produce and review policies, procedures and protocols on an All Wales basis as required.

Sub group role profiles can be found within the individual terms of reference documents.

THE BUSINESS UNIT

The Business Unit supports the Board to deliver its safeguarding responsibilities. The team deals with the day to day business in relation to the Boards core functions and provides administrative and organisational support for activities associated with the sub groups of the Board.

The Business Unit is the central point of co-ordination for the work of the Board and is responsible for the website www.cardiffandvalersb.co.uk

Contact Details:

Cardiff and Vale RSB Business Unit
Room 342
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Telephone: 02922 330880

Email: cardiffandvalersb@cardiff.gov.uk

CONFIDENTIALITY STATEMENT

The Board is convened under Social Services and Wellbeing (Wales) Act 2014 and will conform to equal opportunities and anti-discriminatory legislation and guidance. All people attending must respect the confidentiality of the issues discussed and in particular where case examples are discussed: these issues are confidential and should not be disclosed to other people without the expressed permission of the Chair.

It is noted that for wider learning, information discussed at the Board does need to be shared within the wider community but this must always be done retaining anonymity in relation to named individuals, services or agencies. Where Board members are uncertain as to what can be shared this needs to be determined at the Board and agreed as part of the minutes.

It is recognised that, where there are issues relating to clinical and professional accountability, then individual Board members may need to raise this within the agency they represent. It is expected that where this situation arises it will be raised and agreed by the Board as part of the business of that meeting.