



Cardiff and Vale of Glamorgan Safeguarding Boards

Policies, Procedures and Protocols Sub Group

Terms of Reference

RSB Policies, Procedures and Protocols Sub Group

Date of Ratification:

INTRODUCTION

This group will be known as the Cardiff and Vale of Glamorgan RSCB and RSAB Policies, Procedures and Protocols Sub Group (C&V RSB Policies, Procedures and Protocols Sub Group).

OBJECTIVES

- 1. To contribute to ensuring that national policies and procedures are monitored and remain fit for purpose
- 2. To contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board:
- 3. To review and update policies and procedures
- 4. To ensure equal contribution from all partner agencies
- 5. To report to the Business Planning Groups on the work of the Sub Group and ensure recommendations go to the Safeguarding Boards for ratification of final draft policies and procedures

DEFINTION OF TERMS

POLICY	A high	level	overall	guide	that	sets	the	boundaries	within	which
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actions will take place.

PROCEDURES Detailed instructions that describe the appropriate method of

carrying out tasks and activities to achieve a stated outcome to the

highest standards and to ensure consistency and safety.

PROTOCOLS Locally developed documents to implement national standards.

Some will address specific local issues and/or working practices but others will be unworkable unless they are agreed on either a

regional or national basis.

PROCESSES These processes have been developed to ensure appropriate action

is taken in relation to Local, Regional and National Documents.

The following process will be followed when any *National or Regional Documents* that have been initiated by either the All Wales Groups or the National Independent Safeguarding Board are brought to the

Safeguarding Boards.

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1

 The first draft will be presented to the Policies, Procedures and Protocols Sub Group.

2

• The Chair of Sub Group will ensure the draft is circulated for comments by the Business Unit who will co-ordinate a response and report to the Business Planning Group(s).

3

 The final draft will come back to Sub Group to ensure the Business Planning Group(s) comments are adopted and to make a recommendation to the Safeguarding Board(s) regarding approval of the final document.

4

 Once the protocol had been approved by the Safeguarding Board(s) the Chair of Sub Group will formally notify either the initiating regional or national group.

5

 The final protocol will be circulated to all Board members for dissemination within their own organisation.

6

 All approved protocols will be translated into Welsh and published on the Safeguarding Board (s) website.

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The following process will be followed when a response is needed to a specific local issue or to meet the requirements of the All Wales Procedures.

1

 The Chair of the Sub Group will ensure a Task Group is convened to complete the first draft of the protocol.

2

 The first draft will be circulated to all the relevant Business planning Group (s) for comment.

3

 The final draft will be completed by the Task Group taking note of all comments.

4

 The final draft will be submitted to the Business Planning Group(s) for approval via the Sub Group.

5

 Once approved the final protocol will be ratified by the Board(s) and circulated to all Board members for dissemination within their own organisation.

6

 All approved protocols will be translated into Welsh and published on the CTSB website.

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MEMBERSHIP

Membership of the Group and its Task Groups will be multi–agency and, where relevant, will consist of a representative of each statutory partner. Membership will be reviewed annually. The Chair and Vice Chair will be appointed by the C&V Business Planning Groups.

Agency	Role					
Local Authority						
Vale of Glamorgan Children's and Young Peoples Services	Operational Manager, Safeguarding, Social Services, Business Management and Innovation					
Vale of Glamorgan Adult Services						
Cardiff Adult Services	Team Manager, Mental Health Services					
Cardiff Children Services	TBC					
South Wales Police						
South Wales Police Eastern BCU	Acting Detective Chief Inspector					
South Wales Police Central BCU	Detective Chief Inspector					
Health						
Cardiff and Vale University Health Board	Named Professional, Safeguarding Children					
Velindre	Senior Nurse safeguarding and Public protection.					
National Safeguarding Team, NHS Wales	Designated Nurse					
Probation						
Probation	TBC					
Education						
Cardiff Council Education Department	Senior Achievement Leader Inclusion					
Vale of Glamorgan Education Department	TBC					
Youth Offending Service						
Vale of Glamorgan Council Youth Offending Service	Practitioner Manager					
Cardiff Council Youth Offending Service and ARC	Operational Manager					
Third Sector						
Barnardo's	Children's Services Manager					
NYAS	Senior Advocate					
NSPCC	Team Manager					
C3SC	Health and Social Care Facilitator					

For a meeting to be quorate, a minimum of 3 agencies should be present, to include the Chair or Vice Chair.

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ACCOUNTABILITY

- 1. The Policies, Procedures and Protocols Sub Group is accountable to the RSCB and RSAB Business Planning Groups
- 2. Group members are responsible for ensuring the correct membership from their agencies at any task and finish groups
- 3. It is the responsibility of members of the Policies, Procedures and Protocols Sub Group Sub Group to consult appropriately within their organisations and to brief their organisational members on any relevant issues arising in regard to the proposed draft policies and procedures

CHAIRING ARRANGEMENTS

The Policy, Procedures and Protocols Sub Group Chair and Vice Chair will be nominated by, and be a member of, the RSB Business Planning Groups.

MEETINGS

The Policies, Procedures and Protocols Sub Group will meet on a quarterly basis to coincide with reporting cycle to the Business Planning Group and the RSB.

Tasks will be allocated to individual areas Task and Finish Groups during and between these meetings.

The agenda for each meeting will be prepared by the Chair from the work plan and agreed actions from previous meetings.

Administrative support will be provided by the RSB Business Unit. Papers will be circulated at least 7 working days before the meetings.