

Cardiff and Vale of Glamorgan Safeguarding Boards

Policies, Procedures and Protocols Sub Group

Terms of Reference

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

DEFINITION OF TERMS

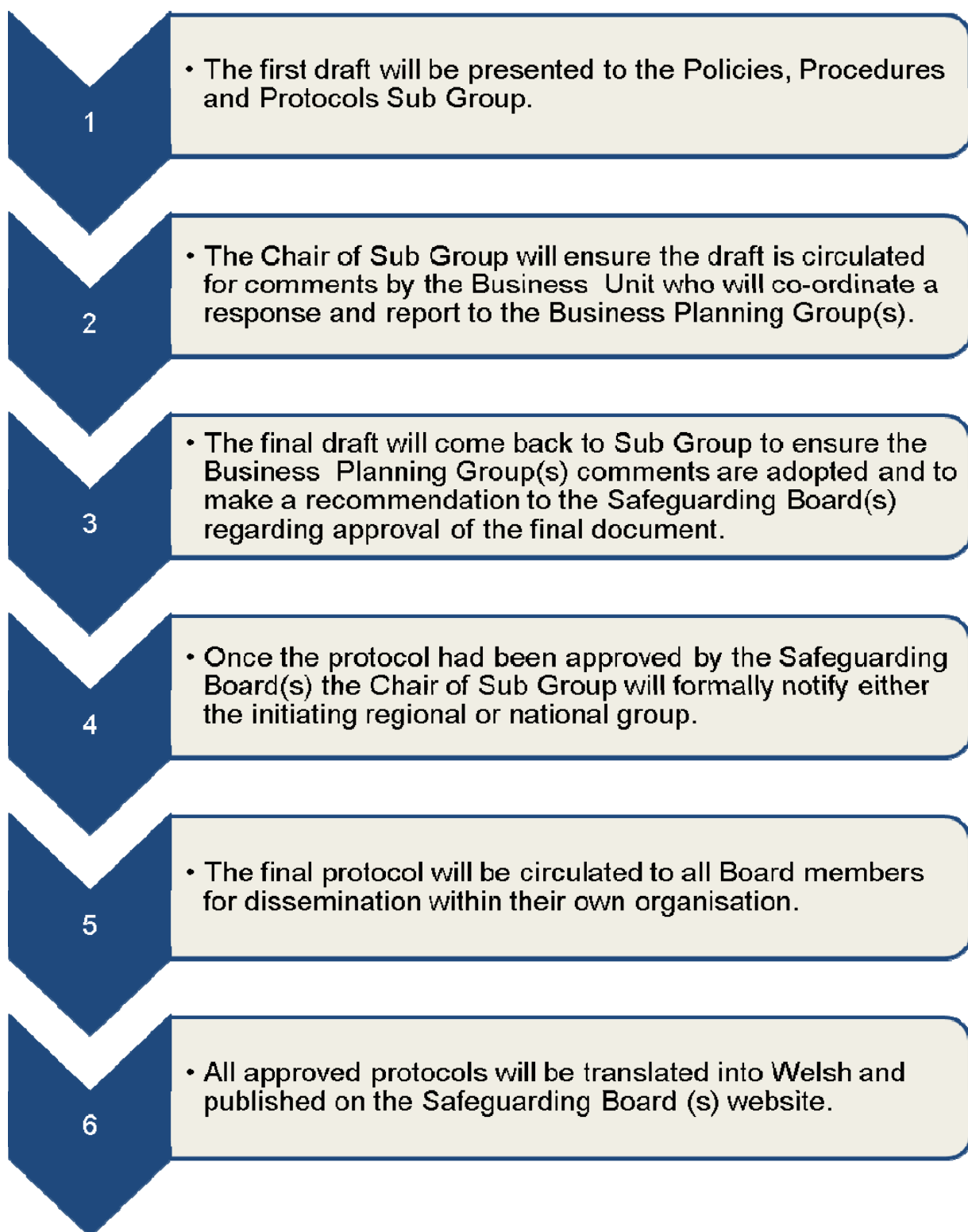
POLICY A high level overall guide that sets the boundaries within which actions will take place.

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.

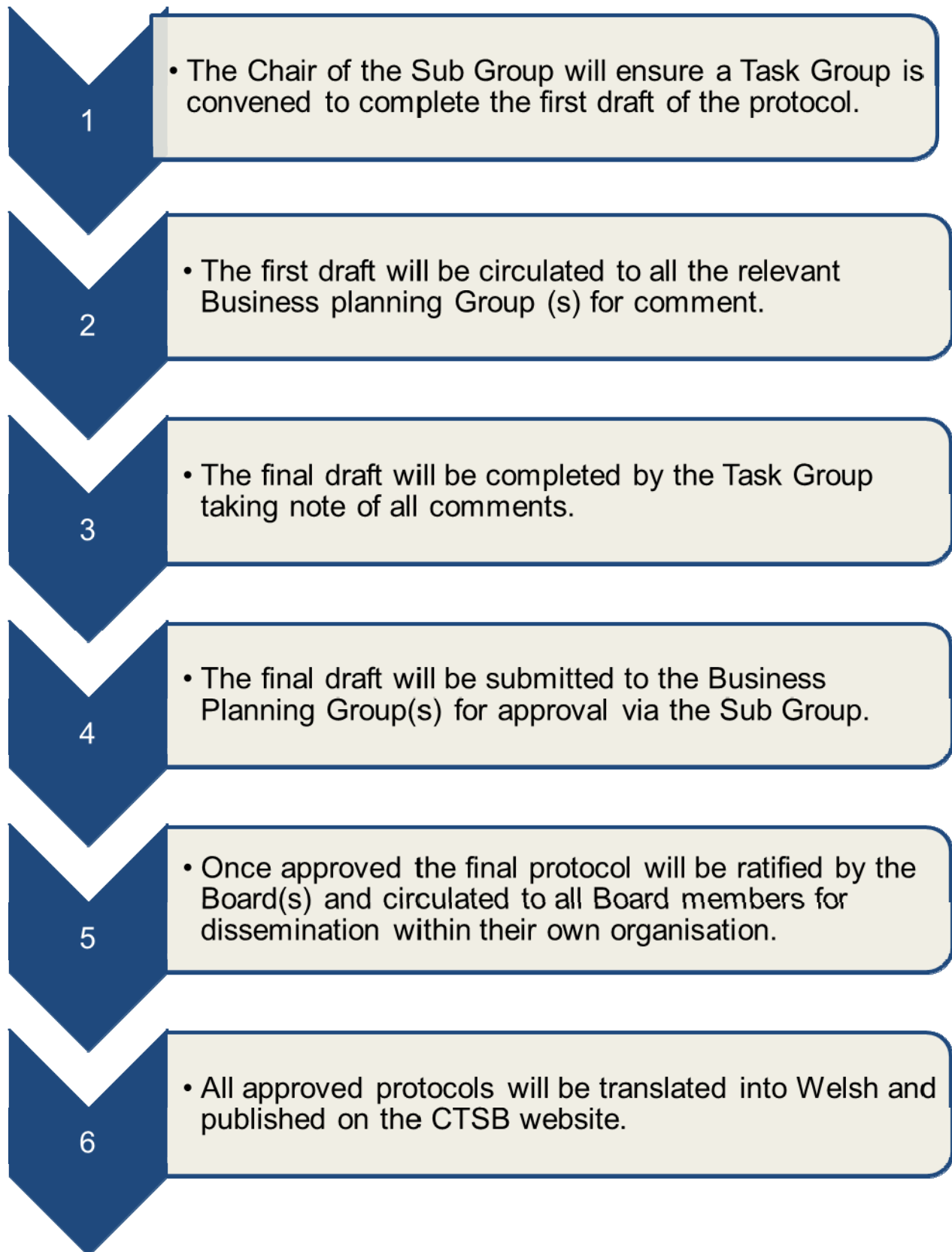
PROTOCOLS Locally developed documents to implement national standards. Some will address specific local issues and/or working practices but others will be unworkable unless they are agreed on either a regional or national basis.

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.



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.



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.

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.