

SWINDON SAFEGUARDING PARTNERSHIP

PURPOSE - The Swindon Safeguarding Partnership will support, enable and challenge each other to work together to:

- Provide effective and informed leadership to the local safeguarding system;
- Deliver our shared responsibility for the safeguarding of children, young people and adults at risk in the borough;
- Promote positive working relationships with each other and children, adults and families;
- Identify and act on learning
- Provide assurance to the Swindon community

AMBITIONS - The partnership will act with intent and purpose to deliver measurable and meaningful improvements in outcomes for children and adults at risk. This means that the partnership will:

Create a stronger culture of collective responsibility for safeguarding children and adults	Act on learning so that the partnership can continuously improve its support for children and adults at risk	Activate and empower the local community to be safeguarding partners	Increase the involvement of children and adults in the work of the partnership	Develop a confident and knowledgeable workforce and use their expertise to shape our work	Use our data to develop a shared narrative about the safeguarding needs of children and adults in Swindon
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Delivery Group Terms of Reference

Overall purpose	This group has been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies for adults and children. The focus is on continuous learning and improvement with a clear line of sight on frontline safeguarding practice. The Delivery Group’s aim will be to monitor and review progress on the Board’s Strategic Plan; to monitor and review the Board’s business management and planning cycle; to ensure coordination of the Board’s work through its sub-groups.
Responsibilities	<ul style="list-style-type: none"> • Review, challenge and hold accountable the sub group chair and members of the SSP sub-groups and escalate to the Executive any significant issues. • Allow the sub-groups to share information on current safeguarding issues and areas of work/practice and highlight any overlaps or gaps. • Act as a ‘critical friend’ to the SSP Chair. • Monitor the delivery of the SSP Strategic Plan and sub group work plans. • Identify any risks and mitigating factors to be included on the SSP Risk Register, maintained by the SSP Performance Sub-group. • Receive reports from Task and Finish/Working Groups • Monitor SSP’s finances, by way of finance reports/quarterly budget forecast prepared by the SSP Strategic Manager, taking any issues forward to the Board. • The Chair of the group will provide a written report to the accountable boards. • Respond to requests made by the Executive and take forward work on behalf of the Executive
Accountability	The delivery Group is accountable to Swindon’s Safeguarding Executive Board
Membership	<p>The group will have a permanent membership of those listed below. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership. All Chairs from sub-groups to be invited:</p> <p>CCG - Director of Nursing & Quality CCG – Workforce Program Lead (Chair PDG) SBC – Adult Services Corporate Director Adult Social Services SBC – Adult Services Director of Adult Services SBC – Adult Services Head of Social Work SBC - Adult & Children Services Strategy & Development Manager SBC - CF&CH Director of Children’s Social Work (also deputy for MASH Strategic Group) SBC - CF&CH Business Improvement Lead (Caldicott Guardian) (As required) SBC - Education Safeguarding Lead SSP - Independent Chair (Chair P&QA Children & Adults)</p>

	SSP - Strategic Manager Swindon Healthwatch - Team Manager (Chair C&E) Wiltshire Police - Head of Public Protection Wiltshire Police – Tactical Lead for Adult Safeguarding (Chair P&P)
Chairs	Chair: CCG - Director of Nursing & Quality Vice-chair: Head of Public Protection Chair for 12 months, then passes to Vice Chair and new Vice elected
Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision-making.
Co-optees/ in attendance	To be decided by the Group as required.
Frequency	The group will meet at least quarterly with additional meetings held as and when as required.
Quorum	A minimum of one CCG rep, one SBC rep, on Police rep
Review of ToR	Every 24 months - next review October 2021

October 2019

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Swindon Safeguarding Partnership Early Intervention & Prevention Group

Terms of Reference

Overall purpose	This group has been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies to ensure services are delivered as early as possible to meet emerging need and to prevent needs escalating through early intervention and strength based working. The focus is on continuous learning and improvement with a clear line of sight on frontline practice. This group will co-produce and support the effective delivery of the Swindon Early Help model, tackle silo working between practitioners, promote ‘Think Family’ and ensure the voices of children, young people and families are heard .
Responsibilities	<ul style="list-style-type: none"> • Develop pathways and processes to support the delivery of the Swindon Early Help model. • Monitor and oversee the implementation and the effectiveness of Early Help in Swindon • Develop effective multi-agency information sharing processes • Promote effective early intervention in all partner agencies across all sectors working with children & families • Agree and monitor effective key performance indicators to provide assurance to the SSP on progress and impact • Review, share and ensure use of evidence based practice and programmes • The Chair of the group will provide regular progress reports to the accountable groups and boards
Accountability	The Early intervention & Prevention Group is accountable to Swindon’s Safeguarding Partnership Delivery Group, Swindon Safeguarding Partnership Executive Group, the Safeguarding Partnership Boards, and Health and Well Being Board.
Membership	<p>The group will have a permanent membership of those listed below. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <ul style="list-style-type: none"> • Children’s Health services representatives (Acute, Primary, Community & CCG) • SBC Family Intervention and Support Services – inclusive of SBC Children’s Community Health service • Education (Early Years, Primary- & Secondary settings,) • Adult Learning including the Library Service • Voluntary sector services working with children young people and families • Wiltshire Early Intervention Police Service • Wiltshire & Dorset Fire Service
Chairs	<p>Chair: SBC Early Help Service Manager Vice-chair: TBC Chair for 12 months, then passes to vice chair and new vice chair is elected</p>

Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision-making.
Co-optees/ in attendance	To be decided by the Groups as required.
Frequency	The group will meet at least 4 times a year with additional meetings as and when require. The expectation is that work will be actively progressed between meetings.
Quorum	A minimum of one Health rep, one SBC rep, one Police rep
Review of ToR	Every 24 months - next review Oct 2021

October 2019

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Executive Group Terms of Reference

Overall purpose	This group has been established to provide visible and effective leadership and to improve the effectiveness of Swindon’s safeguarding practice for adults and children across the partnership. the focus is on scrutiny and assurance to support a continuous learning and improvement. The Executive Group is the key decision-making body and consists of the executive leads of the three statutory partners.
Responsibilities	<ul style="list-style-type: none"> • Develop a culture of collective responsibility and create a positive culture of mutual respect and trust so agencies can work together ; • To agree the resources required to support the Partnership and commit resources (cash and in kind) to support delivery of statutory functions and locally agreed priorities; • As required, approve key documentation ; • Agree the overarching strategic priorities of Safeguarding Partnership and put in place robust governance arrangements to support the delivery of the SSP’s strategic plan/priorities • To agree to the commissioning and publication of Child Safeguarding Practice Reviews (CSPR) and Safeguarding Adult Reviews (SARS); • Ensure there is a response to new and emerging safeguarding issues; • Understand and take action to further improve the performance and impact of safeguarding services; • Be assured that the views and experiences of children and adults at risk inform the work of the Partnership and ensure that these inform future service development • Ensure strategic coordination of safeguarding activity across the partnership landscape in Swindon and more widely; • Respond to risks escalated by the PQA sub groups • In situations that require a clear, single point of leadership, all three safeguarding partners should decide who would take the lead on issues that arise and if functions or decisions are delegated, the Safeguarding Executive members remain accountable.
Accountability	The Executive board are accountable to Health & Well-being board
Membership	<p>The group will have a permanent membership of those listed below. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <ul style="list-style-type: none"> • Independent Chair – Swindon Safeguarding Partnership • Corporate Director Children Services • Corporate Director Adult Social Services and Health • Director of Nursing - Swindon Clinical Commissioning Group • Wiltshire Police – Detective Superintendent • Director of Public Health England

	<ul style="list-style-type: none"> • Strategic Manager – SSP • Representative from Swindon schools
Chairs	Chair: SSP Independent Chair Vice-chair:
Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision-making.
Co-optees/ in attendance	To be decided by the Group as required.
Frequency	The group will meet at least 8 times a year with additional meetings held as and when as required.
Quorum	A minimum of CCG REP, one SBC reps and one police rep
Review of ToR	Every 24 months - next review October 2021

May 2019

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Terms of Reference MASH Strategic Partnership Group

Overall purpose	The purpose of the MASH Strategic Partnership Group is to provide multi-agency strategic direction for the MASH and hold the MASH Operational Steering Group to account for performance against agreed objectives.
Objectives	<p>The primary objectives of the MASH Strategic Partnership Group are to:</p> <ul style="list-style-type: none"> • Hold the MASH Operational Steering Group to account • Review performance of MASH • Provide strategic direction on the function of the MASH and future development/changes • Review resourcing and make recommendations • Make financial and budgetary decisions
Accountability	<p>The Strategic Partnership Group will be accountable to their respective stakeholders and the general public. This oversight will include the strategic monitoring and evaluation of the delivery and performance of the MASH.</p> <p>The MASH Strategic Partnership Group will provide an annual report to the Swindon Safeguarding Partnership Executive.</p>
Membership	<p>Director of Children’s Services SBC (Chair) Designated Nurse CCG Chief Nurse GWH Detective Superintendent Wiltshire Police Director of Adult Service SBC Strategic Commissioner - Public Health SBC Senior Operational Manager - National Probation Service Assistant Chief for Gloucestershire - Community Rehabilitation Company Named Safeguarding Professional - Oxford Health (CAMHS) Head of Safeguarding - Avon & Wiltshire Partnership Head of Safeguarding - South West Ambulance Trust Homeless Operations Manager – Housing SBC Service Manager MASH Lead Safeguarding Advisor - Education SBC Interim Director of Children’s Social Work, SBC (Vice-chair) Head of Social Work - Adults Services SBC Service Manager Early Help SBC Named Nurse for Child Protection SBC SSP BSU Development Manager</p> <p>Other agencies/members will be invited to participate in the sub-groups as and when appropriate to support the priorities set by the Safeguarding Partnership.</p>

	Should an agency/Individual be unable to attend a suitable representative is to be nominated of suitable authority to make decisions in line with these ToR.
Chairs	Director of Children's Services SBC (Chair) Director of Childrens Social Work, SBC (Vice-chair)
Authority	The group will retain responsibility for all aspects of internal control, supported by the each organisation, satisfying itself that appropriate processes are in place to provide the required assurance as to the effectiveness of the MASH. The group is authorised to revise the function of the MASH and to make any decisions that will impact any development of the safeguarding hub. The group may task the MASH Operational Steering Group and delegate powers as agreed under the partnership.
Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision making.
Frequency	The sub-groups will meet at least quarterly with additional meetings held as and when as required.
Quorum	A minimum of one health reps, one SBC reps and one police rep
Review of ToR	Every 12 months - next review October 2021

October 2021

Swindon Safeguarding Partnership Policies and Procedures Group

Terms of Reference

May 2019

Purpose

- To lead on development of relevant multi-agency guidance and policies in relation to safeguarding children and adults with need of care and support;
- Develop and maintain local documents and guidance to support professional judgement regarding thresholds and criteria;
- Respond to national multi-agency policies, procedure, guidance or research findings and develop local guidance as required;
- In relation to safeguarding children, contribute to the maintenance, development and promotion of the South West Regional Child Protection Procedures; and.
- In relation to adult safeguarding, link in with the South West ADASS Editorial Group to consider frameworks that could be applied to Swindon Policy, Procedures and Guidance.

Membership

All statutory safeguarding partners and any relevant agencies or organisations listed on page 3 of 'Swindon Safeguarding Partnership – Multi-agency Safeguarding Arrangements for Children and Adults at Risk'.

Core membership

Wiltshire Police – Detective Inspector

SBC, Adult Services (Team Manager for Safeguarding)

AWP (Safeguarding Lead)

GWH (Safeguarding Adults Lead)

CSP (Head of Community Safety)

SBC, Adult Services (Service Manager for Safeguarding, MCA and MH)

AWP Named Nurse for Safeguarding Children & DA

CCG Designated Nurse

GWH Named Nurse, Acute Health (Chair)

LSCB Lay Member

LSCB Strategic Manager (Vice Chair)

Oxford Health CAMHS Senior Named Professional for Safeguarding Children (BANES, Swindon and Wiltshire) - Lisa

SBC - C, F & CH Manager, Conference & Review Team

SBC - C, F & CH Manager, Conference & Review Team

SBC - C, F & CH Policy Officer - Childrens Services

Schools & Colleges Student Engagement Manager, Swindon College

Voluntary Sector Director Of Step

Additionally, advisors from any relevant field may be invited to the Sub Group or be part of Task and Finish Groups as required.

Frequency of meetings

The group will meet four times per year with extraordinary meetings when required. Where appropriate meetings will be held online with dial in facilities for all attendee's.

Quoracy

For the group to be quorate a minimum of two of the three statutory members of the Swindon Safeguarding Partnership must be present.

Governance

The work of the Policies and Procedures subgroup will be governed by;

The Safeguarding Adult Board

The Safeguarding Children Partnership

Community Safety Partnership

Swindon Safeguarding Partnership

Activities of the group

1. Comment and advise upon whether procedures need to be reviewed as a result of practice developments arising from new legislation, government reports, research findings and other relevant documents, including partnership learning from reviews, review framework and audits.
2. Carry out work according to priorities as defined by the Swindon Safeguarding Partnership Executive.
3. Work closely with other groups in the wider safeguarding partnership to ensure effective delivery of policies and procedures across all agencies.
4. Each individual sub-group member is expected to ensure the discussion and actions of the meeting are both cascaded and actioned appropriately within their agency. In relation to the agreement of policies each member should ensure they have their agencies approval for ratification at the Safeguarding Board.
5. Ensure that learning from experience identified by the quality assurance processes, best practice and case reviews, safeguarding research, new legislation, and national and regional policy and guidance are incorporated in the policy and procedures.
6. As required by the Equality Act 2010, consider whether the Policy and Procedures for Safeguarding could have an unfavourable effect on specific "protected" groups to carry out a Diversity Impact Assessment (DIA) when significant changes to policy and procedure. This should be reviewed at a time stipulated within the DIA.

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Adult and Children Performance and QA Terms of Reference

Overall purpose	<p>These groups have been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies for adults and children. The focus is on continuous learning and improvement with a clear line of sight on frontline safeguarding practice. The role of the Performance and QA subgroups is to examine a range of information from a variety of sources relating to multi-agency practice. The groups will bring together the views of children, adults and their families and professionals who work with them to inform the continuous improvement of services and approaches aimed at protecting children and adults from abuse, the harm it causes and making positive differences to their lives. The groups will inform the Board of current and emerging challenges as well as key achievements to influence the development of safeguarding arrangements and practice going forward. Both groups will adopt a ‘Think Family’ approach and focus on the impact of abuse. Both groups will ensure the respective national and international rights of both children and adults are reflected in the work they do and at the heart of their thinking.</p>
Responsibilities	<ul style="list-style-type: none"> • To ensure the voice of child or adult is evident by applying the respective principles of the Children Acts (1989, 2004) and the Care Act 2014 • Agree a Quality Assurance Framework for multi-agency safeguarding practice so partners are clear on their roles and expectations in relation to the partnership’s practice learning agenda. • Gather a range of information from a variety of sources relating to multi-agency practice (quantitative and qualitative) from all partners, to ensure board oversight of safeguarding practice at an individual agency and a multi-agency level • Define out-come measures that evidence progress against the board priorities • Discuss areas where performance and practice needs to improve and identify areas of good practice. • Commission in-depth analysis from partner agencies where performance needs to improve which links to qualitative and quantitative data • Oversee the delivery of multi-agency audits to monitor and evaluate the effectiveness of what is done by partners to safeguard and promote the welfare of children/young people and adults • Review progress of action plans following Quality Assurance reports from multi -agency and single agency audits and deep dives as appropriate • Carry out work according to the priorities as defined by the Safeguarding Executive Board. • Provide assurance to Swindon’s Safeguarding Executive and Partnership Boards that performance and practice is being effectively managed to improve practice. • Use insight and evidence to recommend future priorities to the Safeguarding Executive and Safeguarding Partnership Boards • Maintain the Swindon Safeguarding Partnership Risk Register
Accountability	<p>The Adult and Children’s Performance and QA Groups will provide written reports to Swindon’s Safeguarding Executive Board and the Safeguarding Partnership Boards.</p>

Membership	<p>The groups will have a permanent membership of those listed below. However, other agencies/members will be invited to participate in the sub-groups as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <table border="1" data-bbox="296 259 1513 1070"> <thead> <tr> <th data-bbox="296 259 884 297">Adult</th> <th data-bbox="884 259 1513 297">Children's</th> </tr> </thead> <tbody> <tr> <td data-bbox="296 297 884 1070"> <ul style="list-style-type: none"> • Head of Social Work and Principal Social Worker, SBC • Adult Safeguarding Manager, SBC • Head of Service for Transitions & LD Social Work Teams, SBC • Wiltshire Police • Quality Lead, Swindon CCG • Named GP for Safeguarding CCG • Designated Nurse, CCG • Great Western Hospital representative - Head of Safeguarding Adults • Avon & Wiltshire Mental Health Partnership NHS Trust- Head of Safeguarding Adults • Housing Directorate, SBC – Housing Business Development Manager • Care Home representative • Head of Commissioning, SBC • Swindon Advocacy Movement (SAM) • Healthwatch • Community Safety Partnership • Substance Misuse Service – Turning Point </td> <td data-bbox="884 297 1513 1070"> <ul style="list-style-type: none"> • Director of Childrens Social Work, SBC • Service Manager QA & Review, SBC • Wiltshire Police • Lead Safeguarding Advisor – Education SBC • Named GP for Safeguarding, CCG • Named Nurse for Child Protection, SBC • Designated Doctor, CCG • Designated Nurse, CCG • Early Years Safeguarding Adviser • CAMHS provider representative • Great Western Hospital representative • Early Help Service Manager • Community Safety Partnership • Interim Service Manager, AWP • Safeguarding Manager, IMPACT Turning Point </td> </tr> </tbody> </table>	Adult	Children's	<ul style="list-style-type: none"> • Head of Social Work and Principal Social Worker, SBC • Adult Safeguarding Manager, SBC • Head of Service for Transitions & LD Social Work Teams, SBC • Wiltshire Police • Quality Lead, Swindon CCG • Named GP for Safeguarding CCG • Designated Nurse, CCG • Great Western Hospital representative - Head of Safeguarding Adults • Avon & Wiltshire Mental Health Partnership NHS Trust- Head of Safeguarding Adults • Housing Directorate, SBC – Housing Business Development Manager • Care Home representative • Head of Commissioning, SBC • Swindon Advocacy Movement (SAM) • Healthwatch • Community Safety Partnership • Substance Misuse Service – Turning Point 	<ul style="list-style-type: none"> • Director of Childrens Social Work, SBC • Service Manager QA & Review, SBC • Wiltshire Police • Lead Safeguarding Advisor – Education SBC • Named GP for Safeguarding, CCG • Named Nurse for Child Protection, SBC • Designated Doctor, CCG • Designated Nurse, CCG • Early Years Safeguarding Adviser • CAMHS provider representative • Great Western Hospital representative • Early Help Service Manager • Community Safety Partnership • Interim Service Manager, AWP • Safeguarding Manager, IMPACT Turning Point
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Chairs	<p>Chair – SSP Independent Chair Deputy Chair for Children's – Lead Safeguarding Advisor Education, SBC (2019/20) & Service Manager QA & Review, SBC for (2020/21). Deputy Chair for Adults – TBC but note the deputy chair will be from different agencies to the chair</p>				
Business support	<p>The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision making.</p>				
Co-optees/ in attendance	<p>To be decided by the Groups as required.</p>				
Frequency	<p>The sub-groups will meet at least quarterly with additional meetings held as and when as required.</p>				
Quorum	<p>A minimum of two health reps, two SBC reps and one police rep</p>				
Review of ToR	<p>Every 24 months - next review May 2021</p>				

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Practice Review Group Terms of Reference

Overall purpose	<p>These groups have been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies for adults and children. The focus is on continuous learning and improvement with a clear line of sight on frontline safeguarding practice. The Practice Review Group will lead on the Partnerships responsibilities for carrying out Child Safeguarding Practice Reviews and Safeguarding Adult Reviews in line with Working Together 2018 and the Care Act 2014. In discharging this responsibility the group will adopt a system learning approach that will lead to improved safeguarding practice for children and adults at risk.</p>
Responsibilities	<p>The Practice review Group will be responsible for:</p> <ul style="list-style-type: none"> • Receiving and considering referrals on cases that may meet the criteria for a statutory review such as a Child Safeguarding Practice Review and Safeguarding Adults Review. • Receiving and considering referrals for cases that provide for additional learning where those cases do not meet the criteria for a statutory review. • Conducting rapid reviews for cases where the Local Authority has made a notification of a serious incident relating to a child. • Making a recommendation to the Independent Chair of Swindon Safeguarding Partnership as to whether referrals meet the criteria for a Child Safeguarding Practice Review or Safeguarding Adult Review or whether a local review is appropriate. • Scoping and establishing the panel for any reviews • Responsibility for drafting Terms of Reference for any review; including KLOE, practice episodes, methodology and time period for review • Appointing a lead reviewer • Monitoring the progress of any reviews and escalating any system failures or non-compliance. • Quality assuring and approving final review reports ahead of ratification by the Executive and the wider partnership. • Provide support to the Independent Chair and the Safeguarding Partners in the publication of reports. • Agreeing and monitoring Partnership Action Plans and monitoring Agency Action Plans • Responsible for identifying appropriate methods of learning dissemination. • Identifying learning from reviews carried out in other areas that can support practice improvement in Swindon. • Meetings to be held in accordance with the SSP’s overall guidance in relation to Face to face, virtually and accessing of documents through secure SSP SharePoint.

Accountability	The Practice Review Group is accountable to Swindon's Safeguarding Partnership Delivery Group, Swindon Safeguarding Partnership Executive Group, the Safeguarding Partnership Boards, and Health and Well Being Board.																			
Membership	<p>The group will have a permanent membership of those listed below. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <table border="1"> <thead> <tr> <th>Agency</th> </tr> </thead> <tbody> <tr> <td>Avon & Wiltshire Mental Health Partnership (Head of Safeguarding Adults & Children)</td> </tr> <tr> <td>Swindon CCG (Director Nursing & Quality)</td> </tr> <tr> <td>Swindon CCG (Designated Doctor)</td> </tr> <tr> <td>Swindon CCG (Designated Nurse)</td> </tr> <tr> <td>Great Western Hospital (Named Nurse/Named Dr)</td> </tr> <tr> <td>Great Western Hospital (Head Of Adult Safeguarding & Mental Health)</td> </tr> <tr> <td>NSPCC (Service Manager for Swindon)</td> </tr> <tr> <td>Oxford Health CAMHS (Trust Lead Nurse Safeguarding Children)</td> </tr> <tr> <td>Probation NPS (Senior Operational Support Manager, Glos/Wilts LDU)</td> </tr> <tr> <td>Swindon Borough Council (ASC – Director of Adult Services)</td> </tr> <tr> <td>Swindon Borough Council (ASC - Service Manager for Adult Safeguarding, Mental Health and MCA & DoLS)</td> </tr> <tr> <td>Swindon Borough Council (ASC - Adult Safeguarding Team Manager)</td> </tr> <tr> <td>Swindon Borough Council (CF&CH - Service Manager Quality Assurance)</td> </tr> <tr> <td>Swindon Borough Council (CF&CH - Director of Children's Social Work)</td> </tr> <tr> <td>Swindon Borough Council (CF&CH – Named Nurse for Safeguarding)</td> </tr> <tr> <td>Swindon Borough Council (Education - Safeguarding Lead)</td> </tr> <tr> <td>SSP (Strategic Manager)</td> </tr> <tr> <td>Wiltshire Police (Practice Review Manager)</td> </tr> </tbody> </table>	Agency	Avon & Wiltshire Mental Health Partnership (Head of Safeguarding Adults & Children)	Swindon CCG (Director Nursing & Quality)	Swindon CCG (Designated Doctor)	Swindon CCG (Designated Nurse)	Great Western Hospital (Named Nurse/Named Dr)	Great Western Hospital (Head Of Adult Safeguarding & Mental Health)	NSPCC (Service Manager for Swindon)	Oxford Health CAMHS (Trust Lead Nurse Safeguarding Children)	Probation NPS (Senior Operational Support Manager, Glos/Wilts LDU)	Swindon Borough Council (ASC – Director of Adult Services)	Swindon Borough Council (ASC - Service Manager for Adult Safeguarding, Mental Health and MCA & DoLS)	Swindon Borough Council (ASC - Adult Safeguarding Team Manager)	Swindon Borough Council (CF&CH - Service Manager Quality Assurance)	Swindon Borough Council (CF&CH - Director of Children's Social Work)	Swindon Borough Council (CF&CH – Named Nurse for Safeguarding)	Swindon Borough Council (Education - Safeguarding Lead)	SSP (Strategic Manager)	Wiltshire Police (Practice Review Manager)
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Chairs	<p>Chair: Director of Nursing & Quality - BSW Clinical Commissioning Group Vice-chair: Practice Review Manager – Wiltshire Police</p>																			
Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision-making.																			
Co-optees/ in attendance	To be decided by the Groups as required.																			
Frequency	The group will meet at least quarterly with additional meetings held as and when as required.																			
Quorum	A minimum of one health reps CCG one SBC reps and one police rep																			
Review of ToR	<p>Reviewed on 10/11/2020 Every 24 months - next review Nov 2022</p>																			

SWINDON SAFEGUARDING PARTNERSHIP

PURPOSE - The Swindon Safeguarding Partnership will support, enable and challenge each other to work together to:

- Provide effective and informed leadership to the local safeguarding system;
- Deliver our shared responsibility for the safeguarding of children, young people and adults at risk in the borough;
- Promote positive working relationships with each other and children, adults and families;
- Identify and act on learning
- Provide assurance to the Swindon community

AMBITIONS - The partnership will act with intent and purpose to deliver measurable and meaningful improvements in outcomes for children and adults at risk. This means that the partnership will:

Create a stronger culture of collective responsibility for safeguarding children and adults	Act on learning so that the partnership can continuously improve its support for children and adults at risk	Activate and empower the local community to be safeguarding partners	Increase the involvement of children and adults in the work of the partnership	Develop a confident and knowledgeable workforce and use their expertise to shape out work	Use our data to develop a shared narrative about the safeguarding needs of children and adults in Swindon
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Rapid Review Terms of Reference

Overall purpose	This group have been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies for adults and children. The focus is on continuous learning and improvement with a clear line of sight on frontline safeguarding practice. The aim of the Rapid Review Group will be to review all serious incident notifications in relation to children gather facts about the case, review if any immediate action needs to be taken, identify learning and to decide on whether the case meets the criteria for a Child Safeguarding Practice review or whether a national review may be appropriate. If not to offer an alternative and to provide this information to the Chair and Panel.												
Responsibilities	<ul style="list-style-type: none"> • Follow the Rapid Review timeline set out by Business Support Unit • Gather the facts about the case, as far as they can be readily established at the time – Following the Child Safeguarding Practice Review Panel: practice guidance April 2019 – Rapid Reviews • Discuss whether there is any immediate action needed to ensure children’s safety and share any learning appropriately • Consider the potential for identifying improvements to safeguard and promote the welfare of children • Review all information in from Agency responses – Section 3 of report to be completed regarding decision • Answer all sections of the Rapid Review Template • Decide what steps they should take next, including whether or not to undertake a child safeguarding practice review Meets the criteria for a national Child Safeguarding Practice Review or alternative as per the Rapid Review Report Template 												
Accountability	The Chair will or designated report author will provide written report to Swindon’s Safeguarding Independent Chair and as the National Panel.												
Membership	<p>The group will have a permanent membership of those who form the Practice Review Group. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">AWP</td> <td>Head of Safeguarding Adults & Children</td> </tr> <tr> <td>CCG</td> <td>Director of Nursing & Quality</td> </tr> <tr> <td>CCG</td> <td>Designated Doctor</td> </tr> <tr> <td>CCG</td> <td>Designated Nurse</td> </tr> <tr> <td>GWH NHSFT</td> <td>Named Nurse</td> </tr> <tr> <td>GWH NHSFT</td> <td>Head of Safeguarding Adults at Risk</td> </tr> </table>	AWP	Head of Safeguarding Adults & Children	CCG	Director of Nursing & Quality	CCG	Designated Doctor	CCG	Designated Nurse	GWH NHSFT	Named Nurse	GWH NHSFT	Head of Safeguarding Adults at Risk
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	NSPCC Oxford Health CAMHS Probation NPS SBC - Adult Services SBC - CF&CH SBC - CF&CH SBC - Education SSP Wiltshire Police	NSPCC Service Manager for Swindon Trust Lead Nurse Safeguarding Children Senior Operational Support Manager, Glos/Wilts LDU Service Manager for Adult Safeguarding, Mental Health and MCA & DoLS Service Manager Quality Assurance Director of Children’s Social Work Safeguarding Lead Strategic Manager Strategic Improvement Officer, PPD	(Vice Chair)
Chairs	Chair: CCG Director of Nursing & Quality Vice-chair: Strategic Improvement Officer, PPD		
Business support	The safeguarding partnership will ensure adequate resources are made available to ensure the successful completion of tasks by these groups. This will include administrative support from the Partnership Business Unit, and other resources in kind from the partnership to chair the groups, analyse information and produce reports detailing recommendations and other feedback requiring strategic discussion and decision-making.		
Co-optees/ in attendance	To be decided by the Group as required.		
Frequency	The group will meet as and when as required.		
Quorum	A minimum of one health rep, one SBC rep and one police rep		
Review of ToR	Every 24 months - next review Dec 2021		

Dec 2019

SWINDON SAFEGUARDING PARTNERSHIP

PURPOSE - The Swindon Safeguarding Partnership will support, enable and challenge each other to work together to:

- Provide effective and informed leadership to the local safeguarding system;
- Deliver our shared responsibility for the safeguarding of children, young people and adults at risk in the borough;
- Promote positive working relationships with each other and children, adults and families;
- Identify and act on learning
- Provide assurance to the Swindon community

AMBITIONS - The partnership will act with intent and purpose to deliver measurable and meaningful improvements in outcomes for children and adults at risk. This means that the partnership will:

Create a stronger culture of collective responsibility for safeguarding children and adults	Act on learning so that the partnership can continuously improve its support for children and adults at risk	Activate and empower the local community to be safeguarding partners	Increase the involvement of children and adults in the work of the partnership	Develop a confident and knowledgeable workforce and use their expertise to shape our work	Use our data to develop a shared narrative about the safeguarding needs of children and adults in Swindon
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Practice Development Group

Terms of Reference

Overall purpose	This group has been established to improve the effectiveness of Swindon’s safeguarding practices across partnership agencies for adults and children. The focus is on continuous learning and improvement with a clear line of sight on frontline safeguarding practice.
Responsibilities	<p>The role of the sub-group is to:</p> <ol style="list-style-type: none"> 1. Produce an inter-agency, themed work plan which is informed by Swindon Safeguarding Partnership (SSP) priorities, local needs including responding to the findings of statutory reviews, and evidence based practice, research or national guidance. 2. Promote inter-agency learning through training and/or development activities. 3. Ensure that any training and development provision is delivered to a high standard, is quality assured and evaluated, and is dynamic and responsive in its approach. 4. Develop a range of ways of promoting staff learning and development e.g. podcasts, webinars, learning leaflets etc. 5. Ensure that multi-agency and inter-agency training incorporates an understanding of the rights of adults/children as determined by UK law and international treaties. Further ensure that the training promotes an active respect for diversity of all kinds, and a commitment to ensuring inclusion, responsibility and equality of opportunity. 6. Ensure the evaluation of development and training activities capture individual learning outcomes immediately post activity and over time. 7. Measure and report on the impact of multi-agency safeguarding training. 8. Ensure that training provided is cost effective and that any budget is deployed efficiently. 9. Ensure the learning from all statutory reviews; Child Safeguarding Practice Reviews (SPR), National Serious Case Review (SCR), Local Case Review (LCR children), Safeguarding Adult Review (SAR), Local Case Review (LCR adult) and Domestic Homicide Reviews (DHR), are embedded in all multi-agency and single agency safeguarding training. 10. Ensure that partner organisations retain responsibility for ensuring their staff participate in suitable safeguarding training and development. 11. Produce a multi-agency training matrix to inform which staff groups should attend which multi-agency training. 12. Receive information from the other partnership subgroups to inform developments required and enable working towards continuous improvement. 13. Work with communications & engagement teams to promote any relevant campaigns in relation to awareness raising. 14. Look for potential ways to receive service user feedback in relation to safeguarding experience.

	<p>15. Promote a “think family” approach to safeguarding ensuring its principles are reflected in the training content and that references are made to local equivalent frameworks e.g. ‘see the adult see the child’.</p> <p>16. Inform and communicate re any training frameworks applicable to the voluntary sector and its roles and responsibilities related to safeguarding.</p> <p>17. Develop and oversee a multi-agency training pool to deliver the partnerships learning & development offer.</p>
Accountability	The Chair will provide written reports to Swindon’s Safeguarding Executive Board and the Safeguarding Partnership Boards as required.
Professional Behaviours	Follow the professional behaviours defined by the Safeguarding Partnership.
Membership	<p>The group will have a permanent membership of those listed below. However, other agencies/members will be invited to participate as and when appropriate to support the priorities set by the Safeguarding Partnership.</p> <p>The group should have a permanent membership / minutes to be received of those listed below:</p> <ul style="list-style-type: none"> • Chair (CCG) • Named GP and Vice Chair (CCG) • Minute Taker (CCG) • Interim Head for Learning & Development (GWH) • Safeguarding Leads, Great Western Hospitals Trust (GWH) • Safeguarding Children’s Lead - Mental Health (Oxford Health) • Senior Practitioner – Social Work Lead (SBC) • (AWP) <ul style="list-style-type: none"> • Lead Safeguarding Education (SBC) • Lead Teacher Early Years (SBC) • Housing Manager (SBC) • Named Nurse for Safeguarding Children (SBC) • Safeguarding Manager (SBC) • Domestic Abuse Manager CSP (SBC) • Principal Social Worker CF&CH (SBC) • Development Manager Swindon Safeguarding Partnership <ul style="list-style-type: none"> • Rep from Learning & Development (Wiltshire Police) <ul style="list-style-type: none"> • Swindon Carers Centre (SCC) • Probation (NPS) • Probation (CRC) • Swindon Advocacy Movement (SAM) <p>Working towards membership:-</p> <ul style="list-style-type: none"> • Alcohol & Substance Misuse • Adult Social Care Team (SBC) • Schools representative (SBC) <p>Other individuals will be invited for specific agenda items as required</p>
Conflicts of Interest	The chair will confirm conflicts of interest and their management as the first agenda item at each meeting.

Chairs	Chair: (CCG) Vice-chair: (CCG)
Business support	The SSP Business Support Team will provide the administration for this group with minuting provided by the CCG via Safeguarding Team Administrator. The attached Meeting Administration Guide sets out the processes to be followed to ensure that there is a full record of meetings and actions held within the Business Support Team and available to the Partnership. An action tracker will be created and all actions from the meetings added.
Co-optees/ in attendance	To be decided by the Groups as required.
Frequency	The group will meet at least quarterly with additional meetings held as and when as required. First Meeting to be held in Oct 2019.
Quorum	A minimum of two health reps, two SBC reps and one police rep
Review of ToR	Every 24 months - next review May 2021

Sept/Oct 2019

