

MID AND WEST WALES SAFEGUARDING BOARD

Policies & Procedures Sub Group Terms of Reference



Purpose

The Policies & Procedures (P&P) Sub Group will manage and co-ordinate the development and regular review of guidance, policies and protocols applicable to the safeguarding of adults at risk, children and young people at a regional, national and UK wide level.

Objectives

- To develop, co-ordinate, and review regional, national and UK policies, guidance, and protocols required by the Mid and West Wales Safeguarding Board (MAWWSB)
- The P&P Sub Group will discharge the responsibility for development and review of policies and procedures on behalf of the MAWWSB.
- To share and highlight best practice across the region, including lessons learnt from National Inquiries, Practice Reviews and Multi-Agency Professional Fora.
- To collaborate regionally and work in partnership with regard to the development and implementation of policies to develop improve consistency of practice.

Membership

The group will be chaired by a member of the MAWWSB, supported by the MAWWSB Business Unit. Membership will comprise appropriate representation from each MAWWSB partner agency across both the Children and Adults agenda. Members may be co-opted from time to time for their specific expertise.

Membership as at July 2017		*To be confirmed
Name	Agency represented	
Julie Breckon (Chair)	MAWW Safeguarding Board Manager	
Sian Howys, Vice Chair	Safeguarding Children Lead, Ceredigion	
Det Insp Fay Lantos	Protecting Vulnerable People, Dyfed Powys Police	
Cheryl Loughlin	Education representative	
Alastair Birch	ERW Representative	
Steve Davis	Youth Justice representative	
Stefan Smith	Head of Children's Services, Carmarthenshire	
Rebecca Copp	Safeguarding Children Lead, Carmarthenshire	
Sharon Powell	Safeguarding Children Lead, Powys	
Beacroft, Diane	Interim Head of Children's Services, Pembrokeshire	
Karen Arthur	Safeguarding Adults Lead, Powys	
Donna Pritchard	Safeguarding Adults Lead, Ceredigion	
Cathy Richards	Safeguarding Adults Lead, Carmarthenshire	
Maxine Thomas	Further Education representative, Pembrokeshire College	
Ruth Harrison	Safeguarding Team, Hywel Dda University Health Board	
Raquel Bennett	Senior Nurse Safeguarding, Powys Teaching Health Board	
Debbie Osowicz	Dep LDU Head, Probation	
*	Voluntary sector representation	

Frequency of meetings

Meetings to be timetabled monthly, with the commitment to provide video conferencing venues in all Local Authority areas for convenience.

Governance

The Policies & Procedures Group will be a standing Sub Group of MAWWS Executive Board.

The Chair of the P&P Sub Group will report directly to the MAWWS Executive Board.

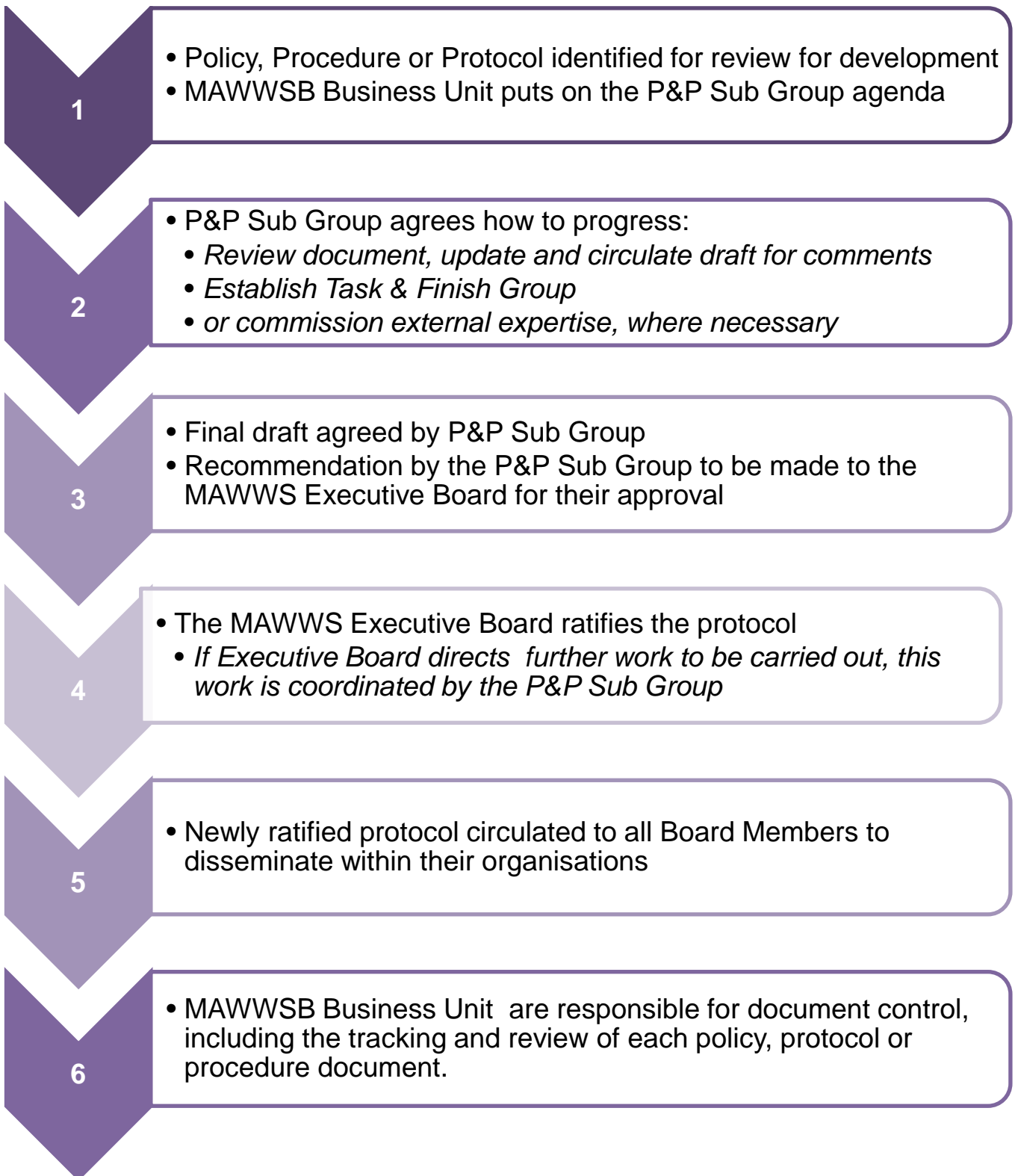
It is the responsibility of members of the P&P Sub Group to consult appropriately within their organisations and to brief their organisational members on any relevant issues arising in regard to the proposed draft policies and procedures.

Development of Policies & Procedures

- The P&P Sub Group will agree on the resources required to produce the new document. This may be by establishing a Task & Finish Group, identifying resource within the group or commissioning external expertise.
- The MAWWSB Business Unit will ensure any draft is circulated for comments and coordinate the response. The Chair of the P&P Sub Group will report to the relevant MAWWS Executive Board.
- The P&P Sub Group will make a recommendation to the relevant MAWWS Executive Board. The Executive Board will either ratify or direct further work.
- The MAWWSB Business Unit will consider communication about ratified policies and procedures with the other regional fora, including the National Independent Safeguarding Board (NISB), where relevant.
- The P&P Sub Group will nominate representatives to any national groups that are looking at policies and procedures.
- The final documentation will be circulated to all Board members for dissemination within their own organisation. (See protocol dissemination template – Appendix 2)
- Ratified documents will be placed on MAWWSB website, where appropriate.
- The MAWWSB Business Unit will be responsible for tracking regional policies and procedures and ensuring that regular review and document control is carried out (Appendix 3) via its work/business plan.
- The MAWWSB Business Unit will monitor local, regional and national policies, will identify areas of duplication and review on behalf of the P&P Sub Group.
- Clear channels of communication will be established between the P&P Sub Group, the APR & CPR Sub Groups and the Regional Training Sub Group regarding dissemination best practice and learning outcomes, and needs for staff.

Appendix 1

Flow Chart for the development of Policies, Protocols and Procedures



Appendix 2

Monitoring of Dissemination of Protocols Approved by the MAWWSB

Protocol Title: Date Ratified:	
Partner Agency:	
How does your organisation disseminate the protocol? Date completed:	
Have you identified any specific training needs for your agency? How will your agency address these training needs?	
Signed: Designation: Date:	

Appendix 3

Document Status Log

Identified Policies	Where need for policy was identified	Agreed process for completion (e.g. T&F, Virtual)	Identified lead person or agency	Agreed timescale for completion	Date Completed	Date Policy ratified by P&P Sub Group	Date Policy ratified by Executive Board	Date to be reviewed

