



SAFEGUARDING BOARD

ISLE OF MAN

Children's Quality Assurance, Training and Development Group Terms of Reference

Purpose

The Purpose of the Children's Quality, Training and Development Group is to support The Isle of Man Safeguarding Board to fulfil its remit of ensuring local safeguarding arrangements are effective. To do this, it must,

- Monitor the individual and collective effectiveness of stakeholder agencies contributing to the Safeguarding Board as they carry out their duties to safeguarding children and on the Isle of Man.
- To support and advise the Safeguarding Board in achieving the highest standards in safeguarding and promoting the welfare of children.
- To inform the Safeguarding Board of identified and/or potential areas of risk to children
- Develop a training strategy and inter-departmental/inter-agency training and staff development programme for people who work with children, or in services affecting the safety and welfare of children
- To be responsible for ensuring that inter-agency training on safeguarding and promoting the welfare of children is provided to meet local need.
- To evaluate the quality and effectiveness of this training.

Meetings

The Panel is to meet at least six times a year.

At a meeting of the Panel, the Chair, or in the absence of the Chair, the Deputy Chair is to preside.

Before each meeting of the Panel, a notice of the meeting which specifies the business to be transacted and is signed by the Chair or a person authorised to sign on behalf of the Chair must be sent to each member of the Panel so as to be available to the member at least seven days before the meeting. The proceedings of any meeting are not invalidated by reason of a failure to give notice of it to a member.

In the case of an equality of votes on any resolution or decision of the Panel, the Chair shall have a second and casting vote.

Until the contrary is proved, if a minute of any meeting of the Panel has been made and signed in accordance with paragraph (1)

(a) the Panel is deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute,

(b) the meeting is deemed to have been duly convened and held, and

(c) the members present at the meeting are deemed to have been duly qualified. "

Membership

Director of Safeguarding *	Isle of Man Safeguarding Board
Director of Organisational Development and Design	Cabinet Office
Child Protection and Safeguarding Officer **	DESC
Named Nurse for Children	Manx Care
Chief Inspector (Protective Services)	IOMCC
Executive Director or Assistant Director	Children and Families Social Care
Designated Doctor	Manx Care
Head of Safeguarding Health	Manx Care
Senior Independent Reviewing Officer	Children and Families Manx Care
Mental Health Rep required	Manx Care
Independent Member of the Safeguarding Board	

NB * = current chair,

** current vice chair

Roles and Responsibilities of Members

If a member is unable to attend, they must send a representative from their agency who is appropriately briefed and holds decision making authority.

Members should read all relevant agenda and support documentation

Engage with other colleagues to report from meetings and collate feedback for agenda items prior to the meeting

Be accountable for ensuring actions assigned are completed and fully reported on.

Contribute to the data set report by providing relevant data and analysis of that data for reporting to the Safeguarding Board at an agreed time.

Quorum

In order to be quorate in decision making, at least half of the membership plus one must be in attendance at any meeting. There must be representation from Health Services, Children and Families Division, Education Safeguarding Board, Isle of Man Constabulary and LEaD.

Other officers may be invited to attend for discussion of items relevant to their responsibility but they will not be considered a quorate member unless they have been delegated decision making responsibility by representing the substantive member from their agency.

Concerns regarding attendance will be escalated to the relevant agency's senior officer.

Key Tasks

In relation to the safeguarding of children

- To develop a responsive work plan reflecting each priorities in the Safeguarding Board Business Plan.
- To develop a data set to monitor and measure the effectiveness of government agencies in their safeguarding duties and progress towards the objectives of the Safeguarding Board.
- Analyse the data set to report to the Board biannually regarding the effectiveness of safeguarding, the impact of the Board's work, highlight safeguarding risks and identify required training.
- To understand the performance of safeguarding services
- To evaluate the impact of safeguarding activity
- To seek and provide assurance through audit of single agency and multi-agency safeguarding practice.
- To develop and implement a safeguarding competency framework and training framework
- To develop and maintain a training needs analysis tool.
- To develop specific training in response to local issues and serious case review recommendations
- To develop and implement arrangements for dealing with concerns raised during training.
- To develop and encourage the use of a reporting and learning system for low level multi-agency incidents and near misses.
- To ensure the Safeguarding Board is informed promptly of any indicators of concern regarding safeguarding children
- To contribute to the Safeguarding Board annual report.
- To make suggestions and recommendation to improve multi-agency working.

Administration

Agenda Items should be submitted 10 days in advance of the meeting to chair of the Safeguarding Board manager who will subsequently ratify the next agenda with chair.

Standing items of all routine meeting agenda shall include –

- Review of the training programme, feedback and evaluations
- Review of the data set
- Reporting and Learning incidents

The Safeguarding Board will provide administration support in terms of minuting of meetings and circulation of agenda and support documentation.

Minutes will be copied to all group members and forwarded to Safeguarding Board Business Team.

Conflicts of Interest

All member of the group must indicate if their have a conflict of interest prior to an item being discussed to ensure that such conflicts are appropriately managed. If any member becomes aware of a conflict of interest which has, is likely to have or could be perceived to have an adverse effect on any decision this shall be declared and the Chair will determine whether the member concerned should withdraw from the meeting whilst the relevant discussion or decision related to the agenda item is in progress. All declarations and conflicts of interest and the action to manage the interest shall be minuted.

Confidentiality

Papers that are marked 'in confidence' or 'confidential' are not for publication or dissemination and shall remain confidential to the members of the group unless the Chair indicates otherwise.

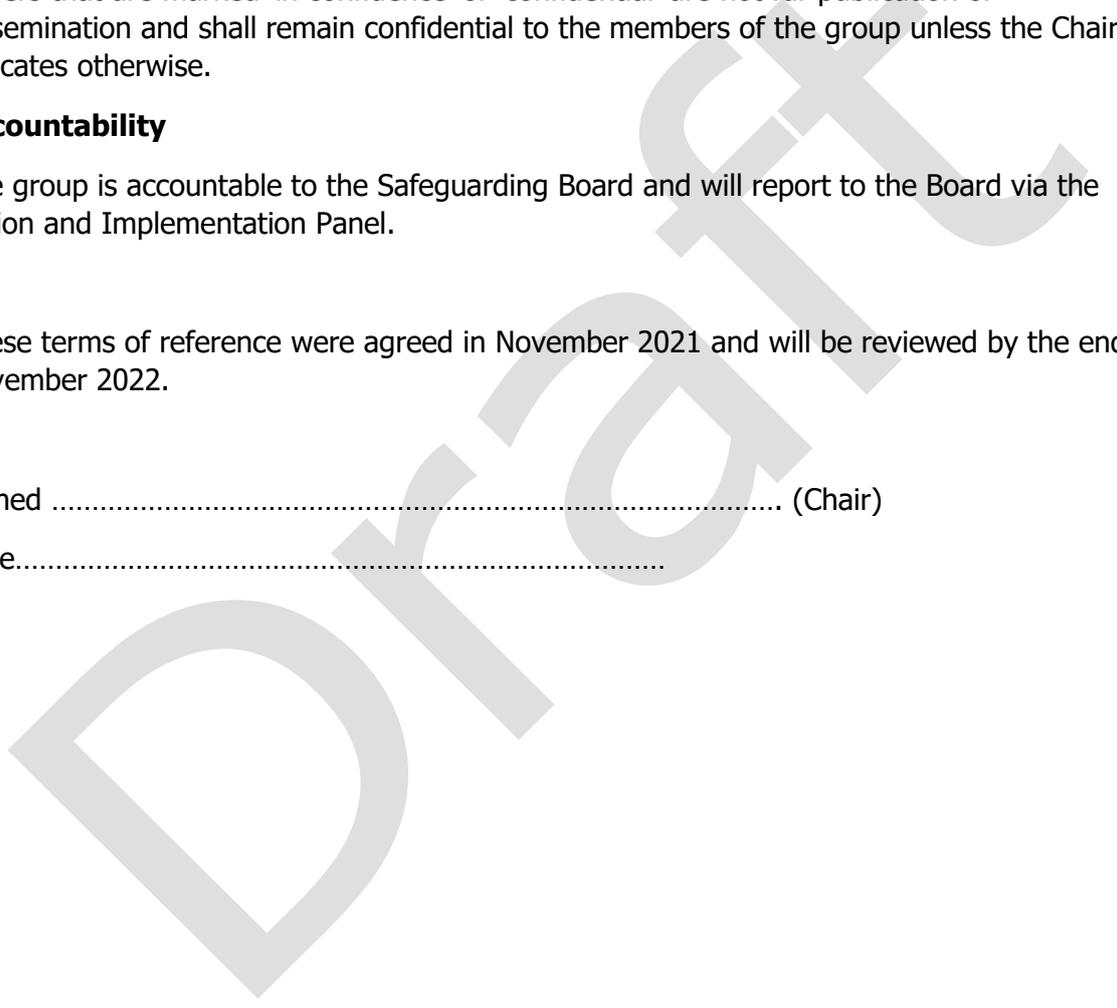
Accountability

The group is accountable to the Safeguarding Board and will report to the Board via the Action and Implementation Panel.

These terms of reference were agreed in November 2021 and will be reviewed by the end of November 2022.

Signed (Chair)

Date.....



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