# 

**POLICY AND PROCEDURES SUB-GROUP**

**TERMS OF REFERENCE**

**PURPOSE**

The DSCP Policy and Procedure Sub-group is responsible for ensuring that it has relevant and up to date multi-agency policy, procedures, protocols and guidance in place; to promote the safeguarding and welfare of children and young people across Doncaster.

The Policy and Procedure subgroup will support and drive the work and practice of the partner agencies across Doncaster. Where appropriate, the voice of children and young people will inform the work of the subgroup with regard to issues relating to the safeguarding and wellbeing of children and young people.

**OBJECTIVES**

* To ensure all Policy and Procedures reflect and are in line with relevant Government legislation and statutory guidance, reflecting national and local need.
* Contribute to the development, maintenance, publication and embedment of an appropriate set of multi-agency Policy and Procedures.
* To ensure all Policy and Procedures are focused on improved outcomes for children, young people and families and are multi-agency in approach; ensuring that practice is of an outstanding standard.
* All DSCP Policy and Procedures are up to date and easily accessible and well embedded across partner organisations.
* Work within the Learning, Quality and Improvement subgroup framework to inform and enhance front line practice.
* Learning from other subgroups.
* Identify local safeguarding/child protection issues which require multi-agency policy development and make recommendations to DSCP regarding these developments.

**GOVERNANCE**

This is a sub-group of DSCP with delegated responsibilities and hence is accountable to the partnership Board meetings and the Safeguarding Partners. Accountability will include providing a quarterly Chairs Report that will be presented as part of the DSCP Board meeting.

**CHAIR**

This group will be chaired by the Doncaster Joint Safeguarding Business Unit Manager. A vice chair will also be appointed to deputise for the Chair as and when required.

The Chair will

* Agree the agenda with the Safeguarding Business Unit
* Ensure that the business in the meeting is expedited, actions agreed, allocated, and monitored, etc.
* Agree minutes prior to circulation.
* If unavailable, identify and brief a stand-in chair from within the group (not from the Safeguarding Business Unit).
* Ensure that there is a clear reporting line for the Policy and Procedure Sub-Group business into the DSCP Board meeting
* Escalate any issues of concern or significant risk arising from the group’s business, or any concern around the functioning of the group.

**MEMBERSHIP**

Members of this group are:

* Doncaster Metropolitan Borough Council
* Doncaster Children’s Service Trust
* Doncaster Community Safety Partnership
* St leger Homes
* RDaSH
* Doncaster & Bassetlaw Teaching Hospital
* South Yorkshire Police
* South Yorkshire Fire & Rescue
* Doncaster CCG

The DSCP Board meeting (members) will facilitate the identification of appropriate members of this group, who will have appropriate knowledge base and service area involvement to meaningfully contribute to the objectives above.

At a minimum, membership will include representatives from the Doncaster Council, Children’s Trust, Police, and Clinical Commissioning Group or a health provider attending as the CCG’s representative (RDaSH, DBH)

**QUORACY**

For decision-making in relation to functions delegated to the Policy and Procedure Sub-Group by the Partnership, quoracy requires at a minimum the attendance of representatives from the Doncaster Council, Children’s Trust, Police, and Clinical Commissioning Group or a health provider attending as the CCG’s representative.

**FREQUENY OF MEETINGS**

At least bi-monthly, dates planned in advance to fit with the DSCP’s quarterly and annual business cycles.

The Chair or the group may decide to convene working groups with varied membership as may be deemed necessary to assist objectives.

**REPORTING**

The Chair is responsible for compiling a Chairs Report at the end of each quarter, for tabling at the next Partnership Board meeting.

**ESCALATION**

Where there are issues of concern or risk; for example lack of attendance or engagement with by a specific agency with the Policy and Procedure Sub-Group, non-compliance, practice that may be putting children and adults at risk, etc.

It is the Chairs responsibility to escalate or ensure that issues are escalated to the relevant senior agency representative, Partnership Board and/or the Board Chair, taking account of the urgency or otherwise of the issue.

**ADMINISTRATION**

Agendas and papers will be circulated by the Safeguarding Business Unit 7 days before the meeting.

A Business Support Officer from the Business Unit will attend to take minutes and record and update the action log. These will be agreed with the chair and circulated 14 days before the next meeting.