

**Case Review Sub-Group**

**Terms of Reference – September 2019**

**Purpose**

This group will enable the Bradford Safeguarding Partnership to meet the duty set out in ‘Working Together to Safeguard Children’ (2018) to make arrangements for identifying and overseeing the review of serious child safeguarding cases which raise issues of importance in relation to the local area, and to liaise with the national panel.

The group will also consider cases which may not meet the definition above, but which are referred as being useful for learning and practice development. These may include ‘near miss’ situations or examples of good practice.

**Remit**

1. Agree the local process for multi-agency notification of serious child safeguarding cases and other cases for learning
2. Ensure that pertinent information about incidents is shared, to support the decision-making of the local authority around notification to the national panel.
3. Agree and oversee the process of rapid review.
4. Make recommendations to the Bradford Safeguarding Partnership about whether a Child Safeguarding Practice Review (CSPR) or some other form of review should be undertaken.
5. Agree and oversee the process of commissioning authors for reviews, in line with locally agreed criteria, including arrangements for learning events and reports for publication.
6. Monitor and evaluate progress of multi-agency and single-agency action plans in response to CSPRs and other reviews. Ensure compliance is achieved.
7. Work closely with the Learning and Development sub-group, to ensure that lessons learned from local and national reviews are disseminated to relevant staff in all local organisations
8. Work closely with the Policy and Practice sub-group to request any necessary review or development of policy identified during reviews.
9. Work closely with the Performance Management, Audit and Evaluation sub-group to ensure that additional multi-agency audits are carried out to provide assurance that changes to practice have been embedded.
10. Provide assurance to the Safeguarding Partnership about progress on single- and multi-agency action plans and recommend to the partnership when a review can be signed off as being completed.
11. Liaise with other bodies as and when necessary or advisable, including:
    1. Other Local Authority areas when reviews have cross-border aspects
    2. The Bradford Safeguarding Adults Board when reviews have implications for adult safeguarding.
    3. The Bradford Domestic and Sexual Violence Board when reviews have issues of domestic abuse
12. Review its own processes, practices and terms of reference, thereby ensuring continuous quality improvement.

**Accountability**

The Case Review Sub Group is accountable to the Bradford Safeguarding Partnership. The Sub Group will raise with the partnership any issues that need resolution beyond the remit of its members.

**Membership**

The agencies forming the core membership of the Group are:

* West Yorkshire Police
* Health (Acute Trust, Designated Doctor or Nurse, District Care Trust)
* Legal Services
* Partnership Training Coordinator
* Partnership Manager / Deputy Manager
* Partnership Performance Information Officer
* CBMDC Specialist Children’s Services
* CBMDC Education
* Youth Offending Team
* NSPCC
* Voluntary Sector

The Group may co-opt additional or specialist members as required for the purposes of particular cases.

The current list of named representatives is shown at appendix 1.

**Operational arrangements**

The Group will select its own chair and deputy chair.

Meetings will be required to be quorate for decision making around cases referred for SCR, this will require the attendance of Health, CSC and Police.

Standing meetings of this Sub Group will be held bi-monthly and additionally as required.

Administrative support will be provided by the Safeguarding Partnership. Agendas and associated papers will be circulated at least 7 days in advance of the meeting.

**Voice of the child**

Bradford Safeguarding Partnership is committed to listening to the views of children and young people who use services and benefit from our protocols. We will involve them wherever possible in identifying needs and in planning, developing and improving policy and training.

**Reporting and Governance Arrangements**

Through its chair the Sub Group will:

* Provide a highlight report to each (quarterly) meeting of the Safeguarding Partnership
* Review the business/work plan annually
* Produce an annual report which will be incorporated into the BSCB Annual Report
* Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the partnership.

**Dispute**

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Chair will draw this to the attention of the Independent Scrutineer / Executive Leadership Group of the Bradford Safeguarding Partnership.

**Date agreed:**

**Date to be reviewed:**

**Appendix 1**

**Current agency representation**

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| **Organisation** | **Name** | **Role** |
| Clinical Commissioning Groups | Sue Thompson | Designated Nurse  (CHAIR) |
| Clinical Commissioning Group | Jude MacDonald | Designated Nurse  Chair as of May 2020 |
| Education, Oastler School | Lyndsey Brown | Head Teacher  Vice Chair as of January 2020 |
| Education Safeguarding (CBMDC) | Alina Tai | Strategic Manager |
| Bradford District Care Foundation Trust | Alison Wright | Named Nurse |
| Brathay Trust | Leanne Delahunty | VCS Representative |
| Bradford Youth Offending Team | Sarah Griffin | Interim YOT Manager / Early Help |
| Children’s Social Care (CBMDC) |  | Service Manager |
| Bradford Safeguarding Partnership | Julie Evans | Multi-Agency Training Coordinator |
| Bradford Teaching Hospitals NHS Foundation Trust | Vicky Cotter | Named Nurse, Safeguarding |
| West Yorkshire Police | Steve Greenbank | Detective Chief Inspector |
| Legal Services (CBMDC) | Robina Ahmed- Siddique | Deputy Team Leader, Social Care |
| Bradford Safeguarding Partnership | Saheed Khan | Performance & Information Officer |
| NSPCC | Sarah Ward | Consultant Safeguarding & Quality Assurance |
| Bradford Safeguarding Partnership | Mark Griffin | Board Manager |
| Bradford Safeguarding Partnership: C | Lawrence Bone | Deputy Board Manager |
| Safeguarding Reviewing and QA | Amandip Johal | Head of Service |
| Bradford Safeguarding Partnership | Helen Khan | Project & Communications Officer |
| Airedale NHS FT | Jo Newman | Named Nurse |
| CCGs | Ruth Skelton | Designated Doctor |
| Early Help | Mark Anslow | Service Manager |

**Deputies**

In exceptional circumstances, where a member is unable to attend, another appropriate person may attend in their stead. The Vice-chair may deputise for the Chair.

Current Agency Representation updated January 2020