



Rotherham Local Safeguarding Children Board

Practice Review Group

TERMS OF REFERENCE

1. Purpose

- 1.1 This document sets out the Terms of Reference for the Rotherham Local Safeguarding Children Board (RLSCB), Practice Review Group. It replaces previous documents entitled Terms of Reference.

2. Responsibilities

The Practice Review Group will:

- 2.1 Monitor practice standards in relation to compliance with RLSCB safeguarding and child protection procedures.
- 2.2 Review specific cases referred to the group where the following criteria are met:
- Cases that give cause for concern in terms of the safeguarding of a child from significant harm where there is, or has been multi-agency involvement, but where the full criteria for an SCR have clearly not been met.
 - If, upon initial review, there is a consensus that a Serious Case Review might be indicated, the case will be referred to the Serious Case Review Sub Group.
 - Formal dissent relating to the outcome of a Child Protection Conference is submitted in writing by a professional or agency represented at the conference.
 - The Child Protection Conference Chair, in their professional opinion, believes that a decision made at the Child Protection Conference is incorrect and, for example, may place children or young people at risk of significant harm. This will be submitted in writing to the group identifying the areas of concern.
- 2.3 Provide timely and focussed feedback and recommendations to agencies and professionals, including Child Protection Conference Chairs, on cases reviewed by the group.
- 2.4 Monitor specific actions against recommendations where appropriate, and escalate these to relevant agencies / officers when required.

- 2.5 Evaluate other aspects of multi-agency work across the continuum of need that give rise for concern or are recognised as good or outstanding practice and where this is submitted in writing, the group will set out the area to be considered.
- 2.6 Undertake relevant enquiries within agencies where necessary to fulfil the responsibilities of the group.
- 2.7 Report findings, themes and trends and make recommendations for improvements to practice to the RLSCB Performance & Quality Assurance Sub Group and the Learning & Improvement Subgroup on a quarterly basis.
- 2.8 The Chair and Vice Chair will ensure that membership is representative of the statutory and voluntary agencies that are involved in working directly or indirectly with children. Attendance will be monitored and reported upon regularly.
- 2.9 Maintain a current work plan agreed with the RLSCB on an annual basis and provide information as requested to the RLSCB Annual Report and Business Plan. Produce quarterly update reports to the Performance & Quality Assurance Sub Group (and any other Sub Group as appropriate).

3. Membership and Administration

- 3.1 The Practice Review Group will have a Chair person selected by the Performance & Quality Assurance sub group on a 2 year agreement. A Vice Chair will be elected by the Practice Review Group members on a bi-annual basis.
- 3.2 Each Practice Review Group will receive expert advice from an appropriate member of the RLSCB Business Unit.
- 3.3 Attendance will be required from the following agencies:
 - Children and Young People Service, at least one agency to be agreed from:
 - Education
 - Social Care
 - Early Help
 - Health Services, at least one agency to be agreed from:
 - The Rotherham NHS Foundation Trust (TRFT)
 - Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
 - Rotherham Clinical Commissioning Group (CCG)
 - Voluntary Sector
 - Police (on a case by case basis at the discretion of the Chair)
- 3.4 The Practice Review Group reserves the right to co-opt other professionals for time limited pieces of work.

- 3.5 A record of attendance for each member will be reported as part of the annual report to the RLSCB. Members will be expected to attend no less than 75% of meetings. Any member not attending 3 consecutive meetings will be invited to consider their membership position and this will be reported to the RLSCB and the agency representative on the board.
- 3.6 Deputies should attend if a member of the Practice Review Group is not available, but it is incumbent upon members to accept their responsibility for routine attendance and to complete any actions required of them, irrespective of whether they are in attendance or not.
- 3.7 For the Practice Review Group to be considered quorate at least three partner agencies must be represented, one of which must be Children's Social Care Services.

4. Administration

- 4.1 Meetings will be held monthly or bi-monthly depending on workload. Each meeting will last for no longer than three hours. Extraordinary meetings may be convened at short notice by the chair to facilitate early consideration and review of urgent cases referred to the group.
- 4.2 The agenda for each meeting will be agreed with the Chair prior to publication. Any member of the Practice Review Group is entitled to put an item forward for the agenda. Agendas should be issued at least 5 working days before the meeting and all paperwork should be subject to Chair/Vice Chair control. Minutes from meetings will usually be issued within 10 working days of the meeting.
- 4.3 At the end of each meeting, any key messages for the RLSCB will be agreed.
- 4.4 The Practice Review Group will be administered (by way of agenda preparation, production and circulation of action notes) by support from the RLSCB Business Unit.

5. Declaration of interest

- 5.1 It is the responsibility of each member to declare any conflict of interest with an agenda item either at the start of the meeting or as the discussion unfolds.

6. Business Conduct

- 6.1 All meetings will:
- Start and end on time as agreed.
 - Show respect for, and value the contribution of each member and encourage all members to participate.
 - Ensure that the agreed work plan is developed and progressed.

7. Governance Arrangements

- 7.1 The Terms of Reference will be agreed by the Chair and Group Members and reviewed annually.
- 7.2 Minutes of meetings, work plans and exception reporting are open for scrutiny by the RLSCB.
- 7.3 The Practice Review Group work will be undertaken on behalf of Rotherham Local Safeguarding Children Board. Once agreed the Terms of Reference will be ratified by Rotherham Local Safeguarding Children Board. A quarterly update will be provided to the Performance & Quality Sub Group and form part of that Sub Group quarterly report to the RLSCB.

Terms of Reference last reviewed	23 March 2017
Chair of Practice Review Group at last review	Samantha Davies, Deputy Designated Nurse Safeguarding Children, MASH and CCG
Ratified at Performance & Quality Assurance Subgroup	
Due for next review	March 2018