

APPENDIX A

SLOUGH'S SAFEGUARDING PEOPLE PROTOCOL

A protocol outlining the relationship between Slough's Wellbeing Board, Slough's Local Children's Safeguarding Board, Slough's Adult Safeguarding Board, Safer Slough Partnership, Preventing Violent Extremism Group and Slough's Joint Parenting Panel

Date created: November 2016

Date of next review: November 2017

SLOUGH'S SAFEGUARDING PEOPLE PROTOCOL

1) Background

Where the term safeguarding is used in this document it means:

- Protecting people from abuse, maltreatment or neglect
- Preventing impairment of health or neglect
- Ensuring that children, young people and adults have safe and effective care
- Taking action to enable people to have better life chances.

2) Aim

Safeguarding is everyone's responsibility. This protocol aims to ensure:

- There is clarity around the roles and responsibilities of the Partnerships and Boards who are working to safeguard children, young people and adults to be vulnerable to abuse in Slough.
- That services are well organised, planned and coordinated with no duplication of effort.
- Partnerships and Boards achieve more by working together.
- That working together has a positive impact on outcomes for Slough residents.
- There is effective challenge and scrutiny of safeguarding arrangements across Slough.

3) Purpose

This protocol sets out:

- The distinct roles, responsibilities and inter-relationships between each of the Boards and Partnerships covered by this protocol, including their specific roles and responsibilities in relation to safeguarding.
- How they work together to plan and coordinate services that safeguard and promote the welfare of people living in Slough.
- The governance, accountability and coordination arrangements for areas that are relevant to more than one Partnership and Board.

As a result of this protocol the public should experience more joined up, planned and coordinated services from the Local Authority, the NHS and other local partners in the future.

4) Scope

The following Partnerships and Boards are included in this protocol:

- Slough Wellbeing Board (SWB)
- Slough's Local Children's Safeguarding Board (SLCSB)
- Slough's Adult Safeguarding Board (SASB)
- Safer Slough Partnership (SSP)
- Preventing Violent Extremism Group (PVEG)
- Joint Parenting Panel (JPP)

5) Roles, responsibilities and governance arrangements

The roles and responsibilities that each of the Partnerships and Boards covered by this protocol have in relation to safeguarding are summarised in Annex A.

6) How the Partnerships and Boards will work together

All of the Partnerships and Boards covered by this protocol have distinct, yet complementary functions. Safeguarding is not the core purpose for all of these Boards, but it is a key theme that unites them all. The next section sets out how we will work together to safeguard and promote the welfare of children and vulnerable adults in Slough:

7) Key principles

- **We will reflect ‘safeguarding is everyone’s business’ in our health and related wider determinants of health related policies, strategies and plans.**
- **We will focus on outcomes for children, young people and vulnerable adults**
We will ensure that our work remains focused on achieving the best possible outcomes for children, young people and vulnerable adults.
- **We will work together on themes of common interest**
There are a number of pieces of work or themes which are relevant to more than one Partnership and Board. In such cases the default position should be that we seek to work together to achieve the best outcomes and reduce duplication of work. The table at Annex B sets out those themes where there has already been discussion and agreement on how we will work together (as at October 2016). At each revision of this document, any new areas will be added and decisions made on how this will be taken forward.
- **We will adopt common reporting arrangements that support closer partnership working**
In order to support closer working arrangements between the Partnerships and Boards we will adopt the reporting arrangements summarised at Annex C. These reports will clearly state the response and / or action that is required from the receiving Partnership/Board and what reports will be tabled with sufficient time for appropriate discussion and challenge, for issues relevant to that Partnership/Board to be identified and necessary action agreed.
- **We will talk to each other about areas of risk**
We will share information on key risks or concerns. This will help the different Partnerships and Boards maintain a good understanding of any emerging risks that may be relevant to our/their work.
- **We will offer mutual challenge and support**
The SLSCB and SASB have a specific remit to ensure the effectiveness of safeguarding arrangements across partners. As such, they will work with and

where necessary offer challenge to, the SWB, SSP, JPP and the PVEG to ensure that we all safeguard and promote the welfare of children and vulnerable adults in the work that we do. Independent of the scrutiny roles of the SLSCB and SASB, we will also offer each other mutual challenge and support in order to optimise our safeguarding arrangements and ensure we collectively achieve the best possible outcomes for our children, young people and vulnerable adults.

- **We will share good practice and resources**

In order to help us develop and improve, we will share relevant good practice and resources, where appropriate. This could include policies and practices, including those identified in other authorities, or providing training and development opportunities across the wider partnership.

- **We will contribute information for the Slough's Joint Needs Assessment (JSNA)**

In respect of the health and well-being of children, young people (their parents/carers) and adults on at least an annual basis.

- **We will evaluate the impact of the Slough's Wellbeing Strategy on safeguarding outcomes, and of safeguarding on the wider determinants of health outcomes**

We will also share information about our performance, specifically against the priorities and outcomes in Slough's Wellbeing Strategy at least annually.

- **We will communicate relevant information across the partnerships**

Where there is common membership between the Partnerships and Boards, these members will ensure relevant information is communicated across the Partnerships. They will also raise relevant issues with the appropriate Partnership or Board's Chair.

- **Our Chairs (and our coordinators) will meet on an annual basis**

This will enable greater understanding of each other's structures, reporting mechanisms and shared priorities. It will also provide an opportunity to debate, question and share insights about the latest strategies, policies and programmes to safeguard and protect children, young people and adults vulnerable to abuse in Slough.

- **We will build relationship with other partnership forums**

In order to ensure that 'safeguarding is everyone's business' we will explore similar links with other partnership forums within the borough as and where appropriate.

8. Resolution

Where an area of concern cannot be resolved within the above arrangements, a meeting will be held between the Chairs of the respective Boards, Slough Borough Council's Directors of Children's Services and Adult Social Care and the Assistant Director of Public Health where appropriate.

9. Review arrangements

This protocol will be reviewed on an annual basis, unless new legislation or national guidance necessitates an earlier review. Members may also request an extraordinary review of this protocol at any time should they consider it necessary.

Annex A: Summary of roles, responsibilities and governance arrangements

Name	Purpose and function	Governance and accountability
Slough Wellbeing Board	<p>The Health and Social Care Act 2012 sets out the statutory functions of Health and wellbeing Boards.</p> <p>The SWB's role is to take the lead in improving health and wellbeing outcomes for people in Slough. Children and young people's safeguarding and the safeguarding of adults at risk of harm are key elements of this. It ensures relevant consideration is given to safeguarding for both children and vulnerable adults by:</p> <ul style="list-style-type: none"> • Addressing safeguarding holistically in local needs assessments; including by considering and addressing information provided by the SLSCB and SASB on safeguarding priorities. • Integrating safeguarding into the development of the Joint Strategic Needs Assessment and the Slough Wellbeing Strategy • Having oversight and receiving assurance from the SLSCB, SASB and SSP that safeguarding is being integrated into commissioning arrangements at both strategic and operational levels. 	<ul style="list-style-type: none"> • The SWB is a committee of Slough Borough Council and is accountable for its actions to the Council and to its individual member organisations. • There is sovereignty around decision making processes. • Representatives are accountable through their own organisation's decision making processes for the decisions they take. • It is expected that Members of the SWB will have delegated authority from their organisations to take decisions within the terms of reference.
Slough's Local Children's Safeguarding Board	<p>Section 14 of the Children Act 2004 sets out the statutory objectives and functions of the SLSCB, which are:</p> <ul style="list-style-type: none"> • To co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and • To ensure the effectiveness of what is done by each such person or body for those purposes. <p>Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the SLSCB, are as follows:</p> <ol style="list-style-type: none"> 1. Develop policies and procedures for safeguarding and promoting the welfare of children in Slough. 2. Communicate to people and organisations in Slough the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so. 3. Monitor and evaluate the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve 4. Participate in the planning of services for children in Slough. 5. Undertake reviews of serious cases and child deaths and advise 	<ul style="list-style-type: none"> • The SLSCB is independent – it is not subordinate to, nor subsumed within, other local structures. • The Chair of the SLSCB is independent of local agencies so that it can exercise its local challenge function effectively. • The Independent Chair is appointed by and is accountable to, the Chief Executive of Slough Council. • The Board holds organisations, individually and in partnership, to account for their performance in this respect. However, it is not accountable for their operational work and each Board partner retains their organisational lines of accountability for safeguarding. • The SLSCB discharges many of its responsibilities on behalf of its statutory partners and as such is held to account by each of these organisations for its performance. The agreement of statutory partners is required for any work that has implications for policy, planning or the allocation of resources. • Slough Borough Council's Director for Children's Services (DCS) ensures that all appropriate local authority services engage effectively with the SLSCB. • The DCS is accountable to the Chief Executive of Slough Borough Council, and where appropriate the Lead Member for

	<p>the authority and their Board partners on lessons to be learned.</p> <p>6. Publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in Slough.</p> <p>7. Provide challenge to ensure that there is a comprehensive, effective and adequately resourced early intervention strategy for the provision of services to children and young people in Slough.</p>	<p>Children's Services for the effective working of the SLSCB.</p> <ul style="list-style-type: none"> • Where appropriate the Lead Member for Children's Services holds the Independent Chair to account for the effective working of the SLSCB.
Slough's Adult Safeguarding Board	<p>Section 14 of the Care Act 2015 sets out the objectives of adult safeguarding boards, which are:</p> <ul style="list-style-type: none"> • To co-ordinate and ensure effective and proportionate multi-agency responses to concerns around adult safeguarding or the protection of adults at risk of harm. • To ensure the effectiveness of what is done by each such person or body for those purposes. • To hold partners to account for their activity in relation to the safeguarding of vulnerable adults. • To use data, information and intelligence to effectively identify risk and act on it. • To undertake Safeguarding Adult Reviews as required using an appropriate methodology determined by the circumstances of each review. • To produce an annual report and an annual work plan which it consults on with Healthwatch. • The above includes a requirement to work effectively with partners across geographical borders. 	<ul style="list-style-type: none"> • Slough Borough Council's Director for Adult Social Care (DASC) ensures that all appropriate local authority services engage effectively with the SASB. • The DASC is accountable to the Chief Executive of Slough Borough Council, and where appropriate the Lead Member for Adults Services for the effective working of the SASB. • The Chair of the SASB is independent of local agencies so that it can exercise its local challenge function effectively. • The Chair is appointed by and is accountable to, the Chief Executive of Slough Borough Council. • Although the SASB produces a multi-agency adult safeguarding policy and procedure, it is the responsibility of each partner to develop their own organisational policy in relation to adult safeguarding which complies with the multi-agency policy. • There is sovereignty around decision making processes. Partners are accountable through their own organisation's decision making processes for the decisions they take. • SASB members have delegated authority from their organisations to take decision within the terms of reference.
Safer Slough Partnership	<ul style="list-style-type: none"> • The purpose and priorities of the Safer Slough Partnership (SSP) is to meet the statutory duties of Community Safety Partnerships (CSP) and Slough Borough Council's strategic commitments. • The 2006 review of the Crime and Disorder Act and subsequent amendments to legislation resulted in an approach to CSP's that is more flexible and allows more local discretion. However, there remain some key statutory responsibilities which must be met. These are: <ul style="list-style-type: none"> ○ A 'strategy' group to be made up of senior representatives from the 'Responsible Authorities' (i.e. local authorities, police and other key local agencies) ○ To prepare, implement and performance manage an evidence-led annual strategic assessment and three-yearly partnership plan for the reduction of crime and disorder in the area 	<ul style="list-style-type: none"> • Each member of the SSP is responsible for discharging the statutory duties of the CSP: setting strategy and challenging on performance. • The SSP is not accountable for member's operational work and each member retains their organisational lines of accountability. • The SSP is currently chaired by the Chief Executive of Slough Borough Council and subject to scrutiny by the Council's scrutiny arrangements. • Where there is cross-over of membership between various boards individual members are responsible for making the links required to join-up priorities with the SLSCB, SASB and the SWB in order to ensure that any relevant safeguarding issues raised at these boards feed into and are addressed by the SSP.

	<ul style="list-style-type: none"> ○ To consult the community on the levels and patterns of crime, disorder and substance misuse and on matters that need to be prioritised by the partnership. ○ To reduce reoffending ○ To coordinate Domestic Homicide Reviews ○ To share information among the responsible authorities within the CSP ○ To have a crime and disorder scrutiny committee with the power to review and scrutinise decisions made and action taken by the CSP. ○ To assess value for money of partnership activities. ● The CSP's role is to promote safer and stronger communities and help reduce crime and disorder (including Domestic Abuse, Violence and fear of crime) at a local level. ● The CSP's key functions in relation to safeguarding are to ensure that relevant consideration is given to safeguarding for children, young people and vulnerable adults. It does this by: <ul style="list-style-type: none"> ○ Addressing relevant safeguarding issues in local needs assessment; ○ acting on information provided by the SLSCB and SASB on safeguarding priorities, Including relevant safeguarding issues in its Community Safety Strategy; and ○ Integrating safeguarding into local commissioning arrangements at strategic, tactical and operational levels. 	
Preventing Violent Extremism Group	<ul style="list-style-type: none"> ● The PVEG's role is to provide a strategic overview of Prevent work within the borough and to coordinate delivery of the Prevent action plan. ● The Group also fulfills the responsibility of the Prevent Duty as a local authority as per the Counter Terrorism and Security Act (CTSA) 2015. ● Its specific responsibilities with regard to safeguarding are "<i>To ensure that preventing violent extremism forms part of safeguarding work within relevant agencies e.g. local schools, including supplementary schools and colleges</i>". Part of the way it does this is by ensuring that employees of local statutory organisations are trained and that this training is set within a safeguarding context. 	<ul style="list-style-type: none"> ● The PVEG holds organisations, individually and in partnership, to account for their performance in respect of its safeguarding agenda. ● However, it is not accountable for their operational work and each partner retains their organisational lines of accountability for safeguarding. ● It is accountable to the SWB and is chaired by the Chief Executive of Slough Borough Council.
Slough's Joint Parenting Panel	Slough Borough Council's Joint Parenting Panel role is to deliver better outcomes for children in care and care leavers. It considers all matters relating to the Council's role as the Corporate Parent including keeping them safe during their transition to adulthood	<ul style="list-style-type: none"> ● The Panel is the primary vehicle for Slough Borough Council and Slough's Children's Services Trust to demonstrate their commitment to deliver better outcomes for children and young people in care and care leavers.

	<p>(and where necessary on to adult services).</p>	<ul style="list-style-type: none">• Its role is to hold services (including the council's aftercare services) to account so that they meet the needs of the boroughs looked after children and care leavers.• It is made up of representatives from Slough Borough Council, Slough's Children's Services Trust and local partners.• It is co-chaired by Slough Borough Council's Commissioner for Education and Children and a Non-Executive Director of Slough Children's Services Trust.
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Anex B: Working together on themes of common interest

Some areas in the table below are more developed than others. As relationships between the Boards and Partnerships covered by this Protocol develop, these areas will be developed further.

When a new piece of work or theme is identified that is likely to have relevance across more than one partnership:

- The other partnerships should be contacted to discuss the relevance of the theme / piece of work.
- There should be agreement across those partnerships for whom the theme / piece of work is relevant on the following:
 - The approach to be taken
 - Which partnership will lead and how all partners will contribute
 - Responsibility and accountability for that particular piece of work / theme
 - Communication / reporting arrangements

This is likely to require formal discussion and decision making at partnership meetings. However, in most cases this should not delay work from starting.

Theme	Lead	Work being carried out
Radicalisation and terrorism (the new Prevent Statutory duty)	PVEG	<p>The PVEG has a strategic oversight and coordination role with regards to the Prevent Duty, including about the work of the Channel Panel. This includes:</p> <ul style="list-style-type: none"> a) Receiving anonymised information about the cases considered by the Channel Panel and updates on referral numbers. b) Overseeing communications both within and external to the Slough partnership network. c) Receiving quarterly updates on the Prevent Action Plan. d) Taking a check and challenge approach to partners' engagement activity around this agenda. e) Working with other agencies that are subject to the Prevent Duty, such as schools, HE/FE establishments and VCS organisations to share learning and evidenced good practice. f) Providing a single point of contact on this issue for the SLSCB and SASB.
Child Sexual Exploitation (CSE)	SLSCB	<ul style="list-style-type: none"> • The SLSCB is the lead for the strategic development and overview of Slough's multi-agency response to CSE. It has a CSE and Trafficking Strategic Sub Group which oversees the Slough CSE Strategy. This describes both strategic and operational level arrangements for CSE across partners and includes a multi-agency action plan. The SLSCB is also responsible for ensuring that the JSNA includes robust and up to date profiling relating to CSE given that this is the starting point for many commissioning decisions. • CSE is also an important theme for the SSP, particularly in relation to prevention, disruption and enforcement against perpetrators. The SLSCB and SSP provide challenge and support to each other around CSE, with a particular focus on ensuring there is a coordinated, partnership approach. Community Safety partners sit on the CSE Sub Group and contribute to the development of the CSE Sub Group work plan. The SLSCB provides regular updates on CSE to the SSP. • The SASB also has a role in ensuring that there is appropriate provision in place for children who continue to be exploited as they transition into adulthood, and for adults disclosing CSE in their past.
Female Genital Mutilation(FGM)	SLSCB	<ul style="list-style-type: none"> • The SLSCB is lead for the strategic development and overview of Slough's multi-agency response to FGM. It has a FGM Sub Group which oversees the Slough FGM Strategy. The Sub Group is responsible for raising awareness across partners and the wider community, in order to ensure that there is a clear understanding of the issue and situation locally. It provides guidance for professionals on how to respond to a child who may be

		<p>at risk of FGM, or who has undergone the procedure in a sensitive manner, whilst emphasising the legal and health implications of FGM.</p> <ul style="list-style-type: none"> Community safety partners also sit on the FGM Sub Group to ensure regular updates are provided to the SSP.
Human trafficking and modern slavery	SSP	<ul style="list-style-type: none"> The SSP is the lead for the strategic development and overview of Slough's multi-agency response to human trafficking and modern day slavery. The links between human trafficking, modern day slavery and CSE are recognised by means of representation on the CSE and Trafficking Strategic Sub Group from community safety partners. This allows relevant information from the SSP to be cascaded to the Sub Group, and where necessary escalated to the SLSCB. Both the SLSCB and the CSE and Trafficking Strategic Sub Group offer relevant challenge to the SSP on the work that is being done around human trafficking and modern day slavery, and the outcomes this is achieving for children and young people.
Domestic abuse	SSP	The SSP takes the lead on domestic abuse and oversees a multi-agency Domestic Abuse core Group and wider stakeholder world café sessions.
Forced marriage and honour based violence	SSP	The SSP takes the lead on forced marriage and honour based violence.
Hate crime	SSP	The SSP takes the lead on hate crime.

Annex C: Reporting arrangements

	SWB	SLSCB	SASB	SSP	PVEG	JPP
Slough Wellbeing Board (SWB)						
Slough Joint Wellbeing Strategy (SJWS)		Consult (For annual update of priorities)	Consult (For annual update of priorities)	Consult (For annual update of priorities)	Consult (For annual update of priorities)	Consult (For annual update of priorities)
Slough Joint Needs Assessment (JSNA)		Consult (each year for annual update)	Consult (each year for annual update)	Consult (each year for annual update)	Consult (each year for annual update)	Consult (each year for annual update)
Annual Report		Inform (Spring)	Inform (Spring)	Inform (Spring)	Inform (Spring)	Inform (Spring)
Slough's local Children's Safeguarding Board (SLSCB)						
Annual Report	Present (Autumn)		Present (Autumn)	Present (Autumn)	Present (Autumn)	Present (Autumn)
Slough's Adult Safeguarding Board (SASB)						
Annual Report	Present (Autumn)	Present (Autumn)		Present (Autumn)	Present (Autumn)	Present (Autumn)
Safer Slough Partnership (SSP)						
Rolling Strategic Assessment	Inform	Inform	Inform		Inform	Inform
Preventing Violent Extremism Group (PVEG)						
Prevent Action Plan	Inform (Spring & Autumn)	Inform (Spring & Autumn)	Inform (Spring & Autumn)	Inform (Spring & Autumn)		Inform (Spring & Autumn)
Joint Parenting Panel (JPP)						
Annual Report (on its work to deliver the Corporate Parenting Panel)	Inform	Inform	Inform			

Where issues or reports fall outside of these arrangements, any of the Chairs can:

- Make a written request to another Partnership for information or consideration of any area of concern.
- Make a request for an item to be placed on another Partnerships meeting agenda.
- Request a meeting with one or more of the other Partnership Chairs to consider and agree a way forward regarding specific issues.