

TERMS OF REFERENCE

NCASP GROUPS



SEPT 2023

Contents

Safeguarding Partnership Executive Group.....	2
Sub Groups.....	2
Business Groups (children and adults)	3
Child Safeguarding Practice Review Group	3
Safeguarding Adult Review Group (SARG)	4
Practice Learning Group (PLG).....	5
Children Performance Management Group.....	5
Adult Performance Management Group.....	6
Strategic Exploitation Group (SEG)	7
Safer in Education Group	7
Disabled children and young people group (DCYP).....	8
Task and Finish Groups – as and when required.....	8
Action plan T&F group	8
Policies and procedures T&F group – Coordinated by Business Managers	9
Communication and participation T&F group (coordinated by Business Managers).....	9
Appendix 1 - Structure.....	10

Safeguarding Partnership Executive Group

The Executive Group undertakes the overall statutory safeguarding responsibility and strategic function and oversees the Northumberland Children and Adults Safeguarding Partnership. It is the key decision making body of the MASAs. The group will provide leadership to promote a culture of learning and will also ensure that other local area leaders promote these arrangements.

The Executive Group will:

- Provide strategic leadership for all who work together to safeguard children and adults.
- Set, agree and review the plan for the new arrangements
- Identify priorities and themes for scrutiny – supported by NCASP
- Ensure that the “relevant agencies/partners” are able to meet their obligations
- Provide the resources required to ensure that objectives are met – proposals for funding and resources will be submitted
- Commission appropriately experienced and high quality independent advisor/scrutineer capacity
- Be responsible for everyone knowing how arrangements work.
- Facilitate resolution of escalated professional agreement in line with [protocol](#)

The executive group will have fixed membership of the three-core partners, to reflect their decision-making responsibilities. Although there will be flexibility to include other relevant agencies when appropriate. The Business Managers will also attend.

Chair: *Safeguarding Partner – Rotating chair arrangements (yearly)*

Membership: [Executive Group](#)

Meeting frequency: *4 times per year*

Sub Groups

The sub groups act on behalf of the Safeguarding Partners (SPs) to assist them to fulfil their responsibilities under the under the [Care Act 2014](#), [Children Act 2004](#), [Children and Social Work Act 2017](#) and [Working Together 2018](#).

The Safeguarding Partners will appoint group chairs who will support the work of the groups and report on plans and progress achieved.

Regular updates will be provided to the Safeguarding Partners via executive group meetings and the Business Manager/Independent Scrutineer updates.

A quorum is represented by a representative from the three Safeguarding Partner organisations i.e. Northumberland County Council, Integrated Care Board and Northumbria Police.

Members who are unable to attend will ensure they have a representative to attend on their behalf.

The individual groups determine the frequency they need to meet to progress their work (likely to be 4 times per year).

Business Groups (children and adults)

The Business Groups will consider activity within the NCASP for that period and any national, regional, or local activities that may impact on the NCASP. The group will collectively identify areas of celebration, areas of concern and future focused areas for the following period. This group will also have an evaluation and developmental function to review and analyse the value of the partnership.

Membership consists of chairs of sub groups and other Key partners

The business groups will:

- Have oversight of subgroup/group work plans.
- Agree highlight messages from the NCASP activity for the period.
- Plan towards and drive progress of the NCASP business plan.
- Provide assurances to executive group.
- Contribute to the evaluation and ongoing development of the NCASP.
- Share responsibility to identify/propose solutions to challenges.
- Escalate concerns

Chair: *Independent Scrutineer*

Membership: [Business Group \(children\)](#) / [Business Group \(adults\)](#)

Meeting frequency: *4 times per year*

Child Safeguarding Practice Review Group (SPRG)

The SPRG will ensure NCASP comply with statutory requirements regarding rapid reviews and Local Child Safeguarding Practice Reviews for children.

This group meets quarterly. Group is also convened as and when a rapid review is required and provides advice on whether the criteria for conducting a Child Safeguarding Practice Review have been met.

Key Responsibilities:

- Ensure cases are reviewed in line with statutory requirements as set out in [Working together \(chapter 4: improving child protection and safeguarding practice\)](#) – this includes [rapid reviews](#)
- If a LCSPR is agreed, set the terms of reference and methodology.
- Consider the draft report and recommendations and agree any suggested amendments.
- Share recommendations with the executive group, National CSPR Panel, Department for Education and OFSTED
- Oversee and monitor recommendations and action plans and seek endorsement from business/executive groups.
- Consider cases in which there *may have* been missed opportunities or potential learning, including examples of good practice – escalate cases to executive group if it is felt a learning review should be undertaken.
- Ensure findings from all reviews are shared with Practice Learning Group to consider the implications for training and procedure.

A **Rapid Review** meeting will be convened following notification of Serious Incident Notification (as set out in [LCSPR Framework](#)). All relevant agencies who have (or had) involvement with the subject child or family will be required to contribute to the Rapid Review and attend the meeting.

The Rapid Review Meeting will:

- Review the facts about the case as presented in the documentation;
- Discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately;
- Consider the potential for identifying improvements to safeguard and promote the welfare of children;
- Decide whether to recommend a National or Local Child Safeguarding Practice Review.
- If the decision is not to proceed with a formal Child Safeguarding Practice Review, the meeting will also consider whether an alternative form of learning review is appropriate.
- In some cases, the Rapid Review process may identify key local learning that can be quickly acted upon, removing the need for further review

The *Rapid Review Meeting* record will be completed and agreed at the meeting. The outcomes/recommendations will be shared with (and agreement sought from) statutory safeguarding partners and the independent scrutineer, before being sent to the national Child Safeguarding Practice Review Panel, for consideration (as set out in [Chapter 4: WT2018](#)).

Chair: Designated Nurse Safeguarding Children – NENC Integrated Care Board

Membership: [SPRG](#)

Meeting frequency: 4 times per year

Safeguarding Adult Review Group (SARG)

The SARG will ensure NCASP comply with statutory requirements regarding Safeguarding Adult reviews as set out in Care Act 2014.

Key responsibilities:

- Consider new referrals against the Safeguarding Adults Review criteria and make recommendations to the executive group.
- Share recommendations with the executive group.
- If a learning review is agreed, set the terms of reference and methodology.
- Oversee action plans and seek endorsement from business/executive groups.
- Consider draft overview reports and agree any suggested amendments.
- Ensure findings from all reviews are shared with Practice Learning Group to consider the implications for training and procedure.

Chair: Designated Nurse Safeguarding Adults – NENC Integrated Care Board

Membership: [SARG](#)

Meeting frequency: 4 times per year

Practice Learning Group (PLG)

The purpose of the PLG is to promote and co-ordinate multi-agency development and learning, through the sharing of good multi-agency practice, from a range of sources.

The Practice Learning Group is a joint sub group (children and adults).

Key responsibilities:

- Network with all NCASP subgroups as part of the planning and implementation of a development and learning strategy.
- Identify lessons learned from national, regional, and local reviews, or significant cases, research papers or updated guidance.
- To quality assure operational effectiveness of safeguarding policies and procedures through quality of practice activities.
- Provide a focus on selected themes or priorities to explore, where a multi-agency response is most needed.
- Make suggestions and recommendations to improve multi-agency working within and across partnerships.
- Identify local multi-agency practice strengths and areas of celebration through planned appreciative inquiries, aligned to the priorities.
- Identify learning needs, develop and maintain a shared multi-agency training offer that incorporates the national, regional and local learning.
- Support the embedding of a learning loop from safeguarding reviews and partnership activity.
- Analyse and evidence the impact of the development and learning strategy.
- Benchmarking practice and learning against national and regional trends.
- Leading on multi-agency audits of practice – this will include setting an audit programme, undertaking the audits and monitoring the impact of the findings – **Set up task and finish groups as required to undertake audits**
- Oversight of single agency audits (via a programme of reports from partners)
- Oversight of external inspections – this will include ensuring that any learning is disseminated across the partnership and monitoring any action plans/improvement plans on behalf of NCASP
- Set up task and finish groups as required to undertake specific pieces of work

Chair: Senior Manager (Quality of Practice Lead) – Northumberland County Council

Membership: [PLG](#)

Meeting frequency: 4 times per year

Children Performance Management Group (CPMG)

The purpose of the CPM Group is to establish, co-ordinate, implement and monitor performance on a single and multi-agency basis, regarding the safeguarding of **children**, in line with the scope of the partnership. This will enable the partnership to understand the available data and how it can be best used.

Key responsibilities:

- Establish the performance information to assist in setting and reviewing the partnership priorities.

- Ensure monitoring arrangements are in place for each agency.
- Agree and monitor a performance framework, with meaningful indicators.
- Seek assurance each agency is monitoring and evaluating their performance, to report into the subgroup.
- Collectively monitor and review performance information sources to understand multi-agency performance and quality of practice across the partnership – including any gaps
- Consider and assess the feasibility of making data/information that is currently unavailable/unrecorded, available.*
- Benchmarking data and performance against national and regional trends.
- To contribute to the effective flows of intelligence between subgroups, the business and executive groups.
- Analyse and evidence the impact of the performance framework and partnership activity.
- Task and finish group to undertake specific work, when required.

Chair: *Senior Manager (Performance & Systems Support) – Northumberland County Council*

Membership: [CPMG](#)

Meeting frequency: *4 times per year*

Adult Performance Management Group (APMG)

The purpose of the APM Group is to establish, co-ordinate, implement and monitor performance on a single and multi-agency basis, regarding the safeguarding of **adults**, in line with the scope of the partnership. This will enable the partnership to understand the available data and how it can be best used.

Key responsibilities:

- Establish the performance information to assist in setting and reviewing the partnership priorities.
- Ensure monitoring arrangements are in place for each agency.
- Agree and monitor a performance framework, with meaningful indicators.
- Seek assurance each agency is monitoring and evaluating their performance, to report into the subgroup.
- Collectively monitor and review performance information sources to understand multi-agency performance and quality of practice across the partnership.
- Consider and assess the feasibility of making data/information that is currently unavailable/unrecorded, available.*
- Benchmarking data and performance against national and regional trends.
- To contribute to the effective flows of intelligence between subgroups, the business and executive groups.
- Analyse and evidence the impact of the performance framework and partnership activity.
- Task and finish group to undertake specific work, when required.

Chair: *Team Manager (Information and Performance Team Manager) – Northumberland County Council*

Membership: [APMG](#)

Meeting frequency: *4 times per year*

Strategic Exploitation Group (SEG)

The purpose of the SEG (for NCASP) is to provide strategic planning and oversight in relation to co-ordinated thinking and delivery of services to protect children and adults from harm because of exploitation.

The Joint Strategic Exploitation Group is a joint sub group of both Northumberland Children and Adults Safeguarding Partnership (NCASP) and Safer Northumberland Partnership (SNP).

The remit of the group is to lead on the development of strategic work in relation to all aspects of exploitation, including but not limited to:

Sexual
Exploitation

Criminal
Exploitation

Modern
Slavery and
Trafficking

Female
Genital
Mutilation

Missing

The group will:

- Establish, co-ordinate, implement and monitor an exploitation strategy and delivery plan.
- Identify and disseminate emerging good practice, risks and areas for development, best practice as well as learning from relevant reviews and research.
- Promote the use of high quality and effective risk assessments for exploitation.
- Provide support following inspections to monitor and progress relevant action plans
- Establish multi-agency task and finish groups to lead on workstreams.

The group will have oversight of the Missing, Slavery, Exploitation and Trafficked Group (MSET) and will develop and maintain links with other relevant partnerships

Chair: D/Chief Inspector Safeguarding Department (Northumbria Police)

Membership: [SEG](#)

Meeting frequency: 4 times per year

Safer in Education Group (SiEG)

The Safer in Education Group provides the mechanism for the Safeguarding Partners to fulfil the requirements of Working Together (2018) and enables representatives from schools, colleges and other education providers in Northumberland, to engage with the work of the Safeguarding Partners.

The group will develop and oversee the role of education providers in keeping children safe to learn and promoting their role in safeguarding children, in line with the scope of the partnership.

Key responsibilities:

- Develop the engagement of all education providers and to promote awareness.
- Streamline key strategies and processes to keeping children and young adults safe to learn.
- Ensure key messages or learning are effectively implemented in all relevant education provisions.
- To use the feedback from s175 audits to identify areas of learning and development and to target support and challenge as appropriate.

- Ensure appropriate and relevant training is available and monitor via S175.
- Identify emerging safeguarding themes and trends in education provisions.
- Provide a forum to discuss performance, new legislation, and policy.
- Analyse and evaluate practice across education providers.
- Monitor CME and EHE and ensure information and concerns are escalated and shared with other groups.
- Intervention and support role re Safeguarding concerns raised by statutory bodies regarding education providers safeguarding standards.

Chair: *Virtual School Headteacher, Northumberland County Council*

Membership: [SiEG](#)

Meeting frequency: *4 times per year*

Disabled children and young people group (DCYP)

The purpose of the DCYP group is to ensure the needs of disabled children are promoted in line with the scope of the partnership, to evidence high-quality practice to this group.

Key responsibilities:

- Evaluate multi-agency practice regarding disabled children.
- Develop the engagement of multi-agencies and to promote the awareness of disabled children's needs and the supports available.
- Identify and disseminate emerging good practice, risks and areas for development, best practice as well as learning from relevant reviews and research.
- Develop and review multi-agency processes to assess and support disabled children.

Chair: *Designated Doctor for Child Safeguarding, NENC Integrated Care Board*

Membership: [DCYPG](#)

Meeting frequency: *4 times per year*

Task and Finish Groups – as and when required

Task and finish groups provide the opportunity to work on a specific area of work related to the strategic priorities or an area of activity where we already know that some improvement is required. Each group will develop clear aims and objectives and will formulate an action plan for improvement. Progress is monitored quarterly by the Safeguarding Partners through the Business Groups and reported on by the group lead.

Action plan T&F group

To provide assurances that action plans are progressed in a timely and effective manner and promote multi-agency learning from reviews.

The action plan group will:

- Progress and co-ordinate action plans.

- Identify learning from the action plans.
- Ensure identified learning is shared across the partnership.
- Review learning and evidence it is embedded in multi-agency practice.

Policies and procedures T&F group – Coordinated by Business Managers

To co-ordinate, develop and update multi-agency safeguarding policies, procedures and guidance, which are accessible and well embedded across the partnership.

The P&P group will:

- Co-ordinate the development, maintenance, publication and embedment of multi-agency policies, procedures, and guidance.
- Support better links between agencies to ensure multi-agency procedures are available and accessible.
- Work with regional partners and tri.x to develop a bi-annual procedure update plan – Business Manager to lead on this via Business Manager Network

Communication and participation T&F group (coordinated by Business Managers)

To promote and where appropriate consider the voices of children and adults in the partnership activity or recommendations.

Communication:

- Co-ordinate information related to the partnership.
- Review and maintain the partnership website.

Participation:

- Ensure the voices of children and adults are considered, by seeking feedback on the work undertaken through existing forums.
- Promoting all agencies to capture the voices of children and adults in their work.
- Challenge and scrutiny of information received from agencies, to ensure there is shared learning for the NCASP.

Appendix 1 - Structure

