Monitoring – Policy & Procedures, Audit & Quality Assurance Sub-Committee

Terms of Reference

Purpose & Scope
1.1 The Monitoring (Policy & Procedures, Audit & Quality Assurance) Sub-Committee aims to effectively monitor, scrutinise and evaluate safeguarding practice undertaken by the all agencies of within Wandsworth.

1.2 The Monitoring Sub-Committee will be focussed on the quality assurance of multi-agency arrangements, practice and service delivery. It will identify areas of development and barriers to learning, improvement and change.

1.3 The Monitoring Sub-Committee will be responsible to the WSCB for reviewing existing policies and procedures and/or recommend the developing or new policies and procedures based on experience, research findings, government and professional guidance, and the recommendations of Serious Case Reviews.

1.4 The Monitoring Sub-Committee will be responsible to the WSCB for establishing, coordinating, implementing and monitoring quality assurance activity and performance issues on a multi-agency basis in respect of safeguarding children and young people.

Function, Roles and Responsibilities
2.1 To review the development and implementation of procedures and practice for safeguarding and promoting the welfare of children in Wandsworth as set out in regulation, and monitoring the effectiveness of both the procedures and the practice.

2.2 To ensure there is clarity about the action to be taken when there are concerns about a child’s safety or welfare, including thresholds for intervention under the Children Act 1989 (both Section 17 and Section 47).

2.3 To monitor and evaluate the effectiveness of services delivered by all WSCB partner agencies both individually and collectively to safeguard and promote the welfare of children.

2.4 To develop the mechanisms and undertake the process for analysing and assessing the effectiveness of safeguarding services / outcomes.

2.5 To review the multi-agency training programme, in order to commission future safeguarding training.
2.6 To ensure multi-agency safeguarding training that meets the local workforce needs is provided and that the quality of this training is monitored and evaluated.

2.7 To identify priorities for multi-agency child protection training in the local area and feed these into the local workforce strategy.

2.8 To review individual cases where safeguarding concerns within the multi-agency working arrangements have been highlighted/identified.

2.9 To review and audit S11 Safeguarding Arrangements within Wandsworth.

**Processes**

3.1 It will undertake these function through a programme of monitoring, audit, evaluation and review of:
- Performance Indicators
- Quality standards
- Protocols, policies and procedures
- Legislation
- Training
- The implementation of IMRs

3.2 The primary methods will include:
- Practice/case audits
- Interviewing service/overview leads
- Organisational audits
- Analysis of performance information

3.3 From the outcomes of this process it will identify the implications for:
- Protocols
- Policies
- Procedures
- Training and Staff Development

Which all services in the partnership will need to take into account.

3.4 Whilst these elements are inter-dependent, elements of the work will require the input of managers from front-line services to support the Monitoring Sub-Committee, by working as part of a time limited multi-agency team of staff to undertake the audit process.

3.5 It is envisaged that the Sub-Committee will ‘call in’ service leads and the chairs of Overview Groups to discuss the results of monitoring, audit and evaluation relating to their areas of responsibility and to provide recommendations about how to bring improvement.

3.6 The Sub-Committee reports to the Executive.
Membership

4.1 The Monitoring Sub-Committee currently consists of the representatives from the following agencies:

- Independent Chair (Chair)
- Department of Education and Social Services
- Wandsworth Clinical Commissioning Group (CCG)
- South West London and St George’s Mental Health Trust
- St George’s University Hospitals NHS Foundation Trust
- Council Housing
- Metropolitan Police:
  - SCD 5 Command - Child Abuse Investigation Team (CAIT)
- Borough Police
- Education settings/schools
- Voluntary Sector
- Wandsworth Safeguarding Children Board
- Probation
- Lay member

4.2 It is chaired by the Independent Chair of the WSCB. This strengthens the process of monitoring, scrutinising and evaluating safeguarding practice undertaken by the all agencies of within Wandsworth. A vice-chairperson will be appointed by the Sub-Committee and will deputise for the Chairperson when the latter is unavailable or by previous arrangement.

4.3 The membership of this Sub-Committee is not closed. The group will co-opt other members either as permanent or temporary members of the group as appropriate. There is a clear expectation the agencies will be represented at an appropriate managerial level i.e. they are able to speak authoritatively for their organisation.

Meetings

5.1 Meetings will be held at six-weekly intervals throughout the year.

5.2 Meetings will be facilitated by and held at Council premises.

5.3 Meetings will be recorded and minutes of the meetings will be circulated to all members of the Sub-Committee following each meeting, for consideration at the next meeting.

Reporting arrangements

The Monitoring Sub-Committee will report to the Executive and Main WSCB on a regular basis.