



## **CYSUR: The Mid & West Wales Safeguarding Children Board**

### **Child Practice Review Sub Group Terms of Reference**

**CYSUR** (*Child and Youth Safeguarding, Unifying the Region*) is the name for the Regional Safeguarding Children Board in Mid & West Wales, covering Ceredigion, Carmarthenshire, Pembrokeshire and Powys.

#### **Purpose:**

The purpose of the CYSUR Child Practice Review Sub Group is to:

- Instigate, progress and oversee Child Practice Reviews (CPRs) in accordance with the Welsh Government CPR Guidance – ‘*Working Together to Safeguard People: Volume 2 – Child Practice Reviews*’ from the Social Services & Wellbeing [Wales] Act 2014,
- Monitor and track PRUDiC cases to provide robust oversight of the PRUDiC process to assist with the identification of any regional themes and trends that may emerge and to support consistent practice,
- Provide a link to the Domestic Homicide Review (DHR) process to ensure opportunities for joint learning events are considered and recommendations for practice learning are disseminated, and;
- Identify any quality themes that emerge and highlight these to the CYSUR Executive Board and other regional groups, including the Regional Training and Regional Policies & Procedures Sub Groups.

#### **Objectives:**

- Promote high standards of safeguarding work
- Support professional & organisational learning and promote improvement in future inter agency child protection and safeguarding work
- Foster a culture of continuous improvement and learning
- Identify and act on identified themes across services
- Support the Board’s Regional Quality Assurance and Performance Framework by identification of these themes
- Provide direction to local audits in respect of specific themes to be subject of the audit process
- Look at themes of quality practice issues which will then be fed back to the CYSUR Executive Board
- Ensure the consistency of policy and practice throughout the four local authorities.

## **Membership:**

The Group will be chaired by a senior nominated representative of the CYSUR Executive Board and supported by the Business Unit. Membership will comprise of appropriate representation from each CYSUR partner agency. Any legal advice that needs to be provided to the Group will be highlighted and sought on a case by case basis. The Chair and Vice Chair roles will be from two different statutory organisations.

Membership as of March 2018:

<b>Name</b>	<b>Role</b>
Karen Toohey (Chair)	Designated Nurse, National Safeguarding Team (NHS Wales), Public Health Wales
Anthony Maynard	Head of Children's Services, Pembrokeshire County Council
Stefan Smith	Head of Children's Services, Carmarthen County Council
Elfed Hopkins	Head of Children's Services, Ceredigion County Council
David Johnston	Head of Children's Services, Powys County Council
Ifan Charles	Det Chief Insp, Protecting Vulnerable People, Dyfed Powys Police
Sonia Mason	Assistant Director of Safeguarding (Named Nurse), Powys Teaching Health Board
Nicola Edwards	Head of Safeguarding Children & Adults, Hywel Dda University Health Board
Siân Howys	Safeguarding Children lead, Ceredigion County Council
Sharon Powell	Safeguarding Children lead, Powys County Council
Rebecca Copp	Safeguarding Children lead, Carmarthenshire County Council
Diane Beacroft	Integrated Safeguarding lead, Pembrokeshire County Council
Avril Bracey	Chair of APR Sub Group
Deanne Martin	Head of Dyfed Powys LDU, Probation Community Rehabilitation Company (CRC)
Chris Harley	Head of Dyfed Powys LDU, National Probation Service
Alastair Birth	Education Rep
Dr Velupillai Vipulendran	Named Doctor, Child Protection, Hywel Dda University Health Board
Dr Ingrid Prosser	Named Doctor, Child Protection, Powys Teaching Health Board
Julie Breckon	Mid & West Wales Safeguarding Board Business Manager

## **Frequency of meetings:**

Meetings to be timetabled quarterly and will be rotated regionally. Where possible, meetings will be held on the same day and in the same location as the regional CPR Sub Group. Video conferencing facilities will be offered at alternative venues in the region.

## **Governance:**

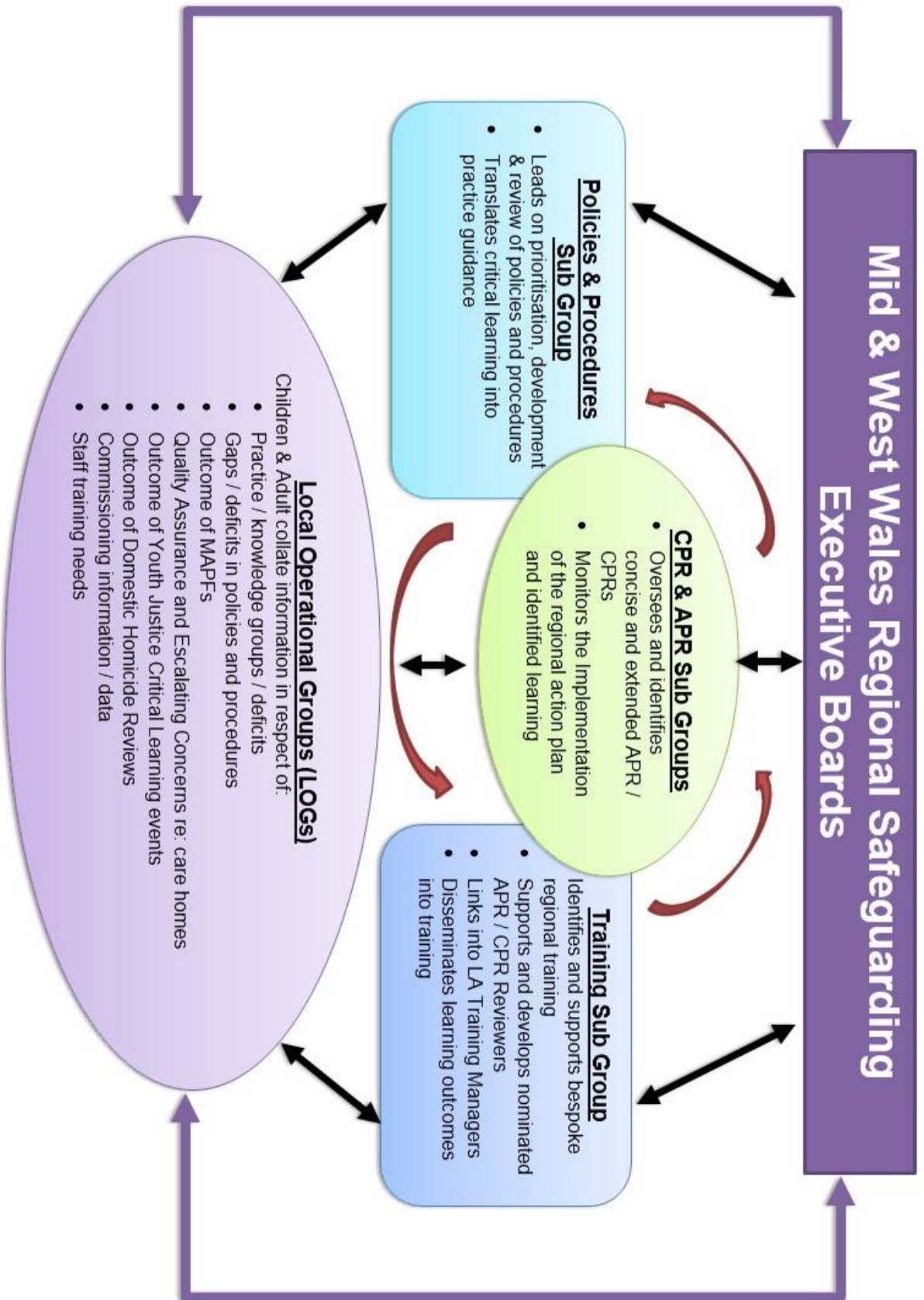
The CYSUR Child Practice Review Sub Group will report directly to the CYSUR Executive Board. Although governance and reporting arrangements are to the CYSUR Executive Board, the group will develop and foster clear paths and channels of communication with the Regional Training and Regional Policies & Procedures Sub Groups in respect of any practice issues and learning needs identified.

## **Functions:**

1. To work within the framework outlined in 'Working Together to Safeguard People: Volume 2 – Child Practice Reviews' from the Social Services & Wellbeing [Wales] Act 2014.
2. Receive referrals and consider cases against the criteria set out in the above CPR guidance and make appropriate recommendations to the Chair of the CYSUR Executive Board in relation to:
  - a. whether a case meets the criteria for a concise or extended CPR and if there is likely to be an opportunity to learn lessons and improve safeguarding practice and;
  - b. If a case does not meet the criteria for a concise or extended CPR and there is no identified opportunity to learn lessons, make appropriate recommendations in relation to whether a Multi-Agency Professional Forum (MAPF) would be beneficial and proportionate to identify potential learning outcomes.
3. If a case meets the criteria for a concise or extended CPR, establish a multi-agency review panel to coordinate the review.
4. The Chair of the CPR Sub Group will provide regular updates to the CYSUR Executive Board regarding the outcome of any new referrals received and progress of any ongoing CPRs with the timescale of completion.
5. Develop and monitor regional action plans arising from recommendations and learning points from individual CPRs.
6. Identify and highlight common themes in relation to quality of practice. Strategic issues will be shared with the CYSUR Executive Board.
7. Suggest solutions to identified themes which can be shared with the CYSUR Executive Board and other regional groups, including the Regional Training and Regional Policies & Procedures Sub Groups.
8. Consider any identified activity across the Mid & West Wales region and make recommendations in respect of any action or outcome needed.
9. Extra ordinary meetings can be arranged in addition to the normal calendar of meetings, when appropriate.

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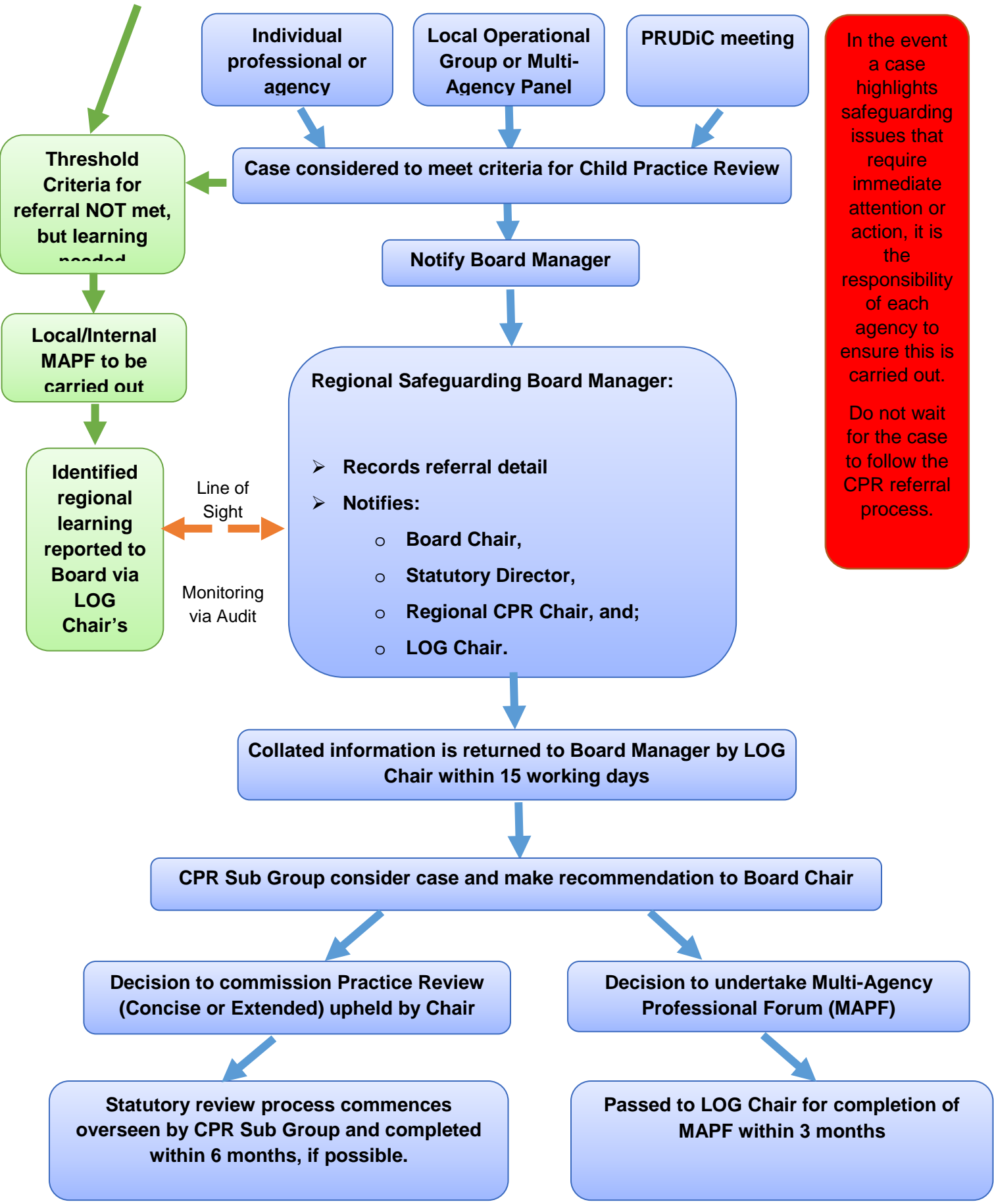
**NB: All appendices are based on Welsh Government guidance published in 'Working Together to Safeguard People: Volume 2 – Child Practice Reviews' from the Social Services & Wellbeing [Wales] Act 2014**



**Appendix 2**

**CYSUR Child Practice Review Referral Process**

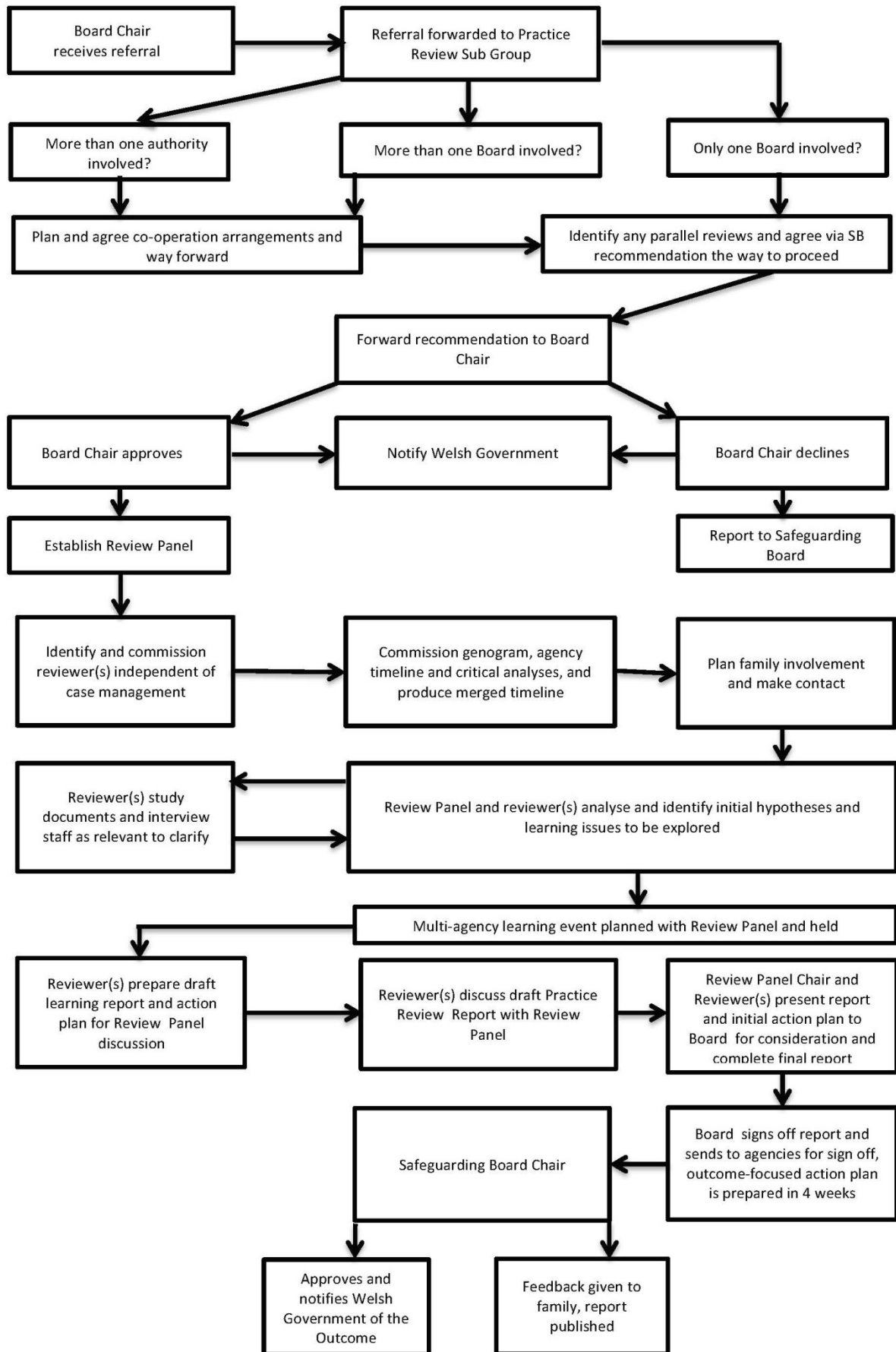
Referrals will be initially managed by the individual organisation's governance & process



In the event a case highlights safeguarding issues that require immediate attention or action, it is the responsibility of each agency to ensure this is carried out. Do not wait for the case to follow the CPR referral process.

**Appendix 3**

**Practice Review Flowchart**



## **Appendix 4**

Referral to CYSUR CPR Practice Review Sub Group for consideration to undertake a CPR



Ref: **CYSUR \*/2017 (\*\*\*\*\*)**

Subject's Initials:

DoB:

DoD/Incident:

From:

Date discussed at LOG:

Date of CPR Sub Group:

### **Brief outline of Case/incident**

Please include the legal status of child/children prior to incident and any immediate remedial safeguarding action taken by relevant agencies.

### **Rationale for Request.**



<b>Any other relevant information</b>

<b>Agencies involved in the case</b> <i>(E.g. Childrens Services, Police, Education, Probation, Youth Offending, Health Board, Local Authority, WAST, Public Health Wales, Other.)</i>

## **Statutory Guidance**

The CPR framework is underpinned by a set of principles to guide Boards, their partner agencies and other community partners in their responsibilities for learning, reviewing and improving local child protection policy and practice.

Under the Social Services and Wellbeing [Wales] Act 2014, statutory guidance in 'Working Together to Safeguard People – Volume 2 – Child Practice Reviews' states that:

6.1 A Board must undertake a **concise** Child Practice Review in any of the following cases where, within the area of the Board, abuse or neglect of a child is known or suspected and the child has –

- Died; or
- Sustained potentially life threatening injury; or
- Sustained serious and permanent impairment of health of development; **and**

the child was neither on the Child Protection Register nor a Looked After Child on any date during the 6 months preceding –

- The date of the event referred to above; or
- The date on which a Local Authority or relevant partner identifies that a child has sustained serious and permanent impairment of health and development.

7.1 A Board must undertake an **extended** Child Practice Review in any of the following cases where, within the area of the Board, abuse or neglect of a child is known or suspected and the child has –

- Died; or
- Sustained potentially life threatening injury; or
- Sustained serious and permanent impairment of health of development; **and**

the child was on the Child Protection Register and/or was a Looked After Child (including a care leaver under the age of 18) on any date during the 6 months preceding –

- The date of the event referred to above; or
- The date on which a Local Authority or relevant partner identifies that a child has sustained serious and permanent impairment of health and development.

**Based on the above criteria, this referral has been submitted to the Child Practice Review Sub Group for consideration.**

To be completed by referring agency:

Name:

Designation:

Contact details:

**Appendix 5**

**Recommendation to Chair of CYSUR: The Mid & West Wales Safeguarding Children Board from CYSUR Child Practice Review Subgroup**

**From:** xxxxx, Chair of the CPR Subgroup

**To:** xxxxx, Chair of CYSUR: Safeguarding Children Executive Board

**Re:**

**Date of referral to CPR Sub Group:**



Brief outline of Case

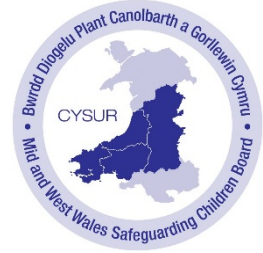
Recommendation	
The CPR Subgroup has considered this case and recommends that it meets the criteria for a:	
<b>Concise review</b>	<input type="checkbox"/>
<b>Extended review</b>	<input type="checkbox"/>
If the criteria are not met for the above reviews, what alternative review process will be undertaken:	
<b>Multi-agency professional forum</b>	<input type="checkbox"/>



**Appendix 6**

**Decision of the Chair of CYSUR Regional Safeguarding Children Board from CYSUR Child Practice Review Sub Group**

Re: **CYSUR \*/\*\*\*\* ( )**



<b>I agree with the recommendation</b>	<input type="checkbox"/>
<b>I agree with the recommendation with the following amendments:-</b>	<input type="checkbox"/>
<b>I disagree with the recommendation</b>	<input type="checkbox"/>
<i>If disagree, reasons why and proposed action:-</i>	

Signature:

Title: Chair

Date:

Telephone Number:

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**In discussion with Chair of Sub Group**

Date information to be presented to MAWWSB .....

Date information sent to Welsh Government .....

### **Terms of Reference for Concise/Extended Child Practice Review**

#### **CYSUR \*/\*\*\*\* (Locality & Review type)**



- **Nominated Safeguarding Lead –**
- **Review Panel Chair –**
- **Independent Reviewer(s) –**

#### **Core tasks:**

- Determine whether decisions and actions in the case comply with the policy and procedures of named services and Board.
- Examine the effectiveness of inter-agency working and service provision for the child and family.
- Determine the extent to which decisions and actions were in the best interests of the child and outcome focused.
- Seek contributions to the review from appropriate family members and keep them informed of key aspects of progress.
- Take account of any parallel investigations or proceedings related to the case.
- Hold a multi-agency learning event for practitioners and identify required resources.

#### **For Extended Reviews ONLY. In addition to the review process, to have particular regard to the following:**

- Whether previous relevant information or history about the child and/or family members was known and taken into account in professionals' assessment, planning and decision-making in respect of the child, the family and their circumstances. How that knowledge contributed to the outcome for the child?
- Whether the child protection plan (and/or the looked after child plan or pathway plan) was robust, and appropriate for that child and their circumstances.
- The effectiveness of transition planning (as appropriate)
- Whether the plan was effectively implemented, monitored and reviewed. Did all agencies contribute appropriately to the development and delivery of the multi-agency plan?
- What aspects of the plan worked well, what did not work well and why? The degree to which agencies were held to account regarding the effectiveness of the plan, including progress against agreed outcomes for the child. Whether the protocol for dispute resolution was invoked.
- Whether the respective statutory duties of agencies working with the child and family were fulfilled.
- Whether there were obstacles or difficulties in this case that prevented agencies from fulfilling their duties (this should include consideration of both organisational issues and other contextual issues).

**Specific tasks of the Review Panel:**

- Identify and commission a reviewer/s to work with the *Review Panel* in accordance with guidance for concise and extended reviews.
- Agree the time frame.
- Identify agencies, relevant services and professionals to contribute to the review, produce a timeline and an initial case summary and identify any immediate action already taken.
- Complete additional information regarding Independent Reviewers and Panel membership
- Produce a merged timeline, initial analysis and learning outcomes.
- Plan with the reviewer/s a learning event for practitioners, to include identifying attendees and arrangements for preparing and supporting them pre and post event, and arrangements for feedback.
- Plan with the reviewer/s contact arrangements with the individual and family members prior to the event.
- Receive and consider the draft Child Practice Review report to ensure that the terms of reference have been met and any additional learning is identified and included in the final report.
- Agree conclusions from the review and an outline action plan, and make arrangements for presentation to the CPR Sub Group for consideration and agreement.
- Plan arrangements to give feedback to family members and share the contents of the report following the conclusion of the review and before publication.
- *Review Panel* members will adhere to the principles of the Data Protection Act 1998 when handling personal information as part of the Child Practice Review process (see section on Information Sharing & Confidentiality).

**Specific tasks of the CPR Sub Group:**

- Agree and approve draft ToR for each case recommended for CPR
- Agree conclusions from the draft report and an outline action plan, and make arrangements for presentation to the Board for consideration and agreement.
- Monitor CPR action plans to ensure all recommendations are carried out on behalf of the Board

**Specific tasks of the CYSUR Safeguarding Children Board:**

- The Board will inform Welsh Government of the undertaking of a CPR.
- Will adhere to timescales for completion, as per statutory guidelines.
- Receives and formally approves the final CPR report and action plan.
- Consider and agree any Board learning points to be incorporated into the final report or the action plan.
- Board sends to relevant agencies for final comment before sign-off and submission to Welsh Government.
- Confirm arrangements for the management of the multi-agency action plan by the Review Sub-Group, including how anticipated service improvements will be identified, monitored and reviewed.
- Plan publication on Board website for a minimum of 12 weeks after completion.
- Agree dissemination to agencies, relevant services and professionals.
- The Chair of the Board will be responsible for making all public comment and

responses to media interest concerning the review until the process is completed.

### **Information Sharing and Confidentiality**

Ownership of all information and documentation must be clarified in order that the appropriate permission is obtained from the relevant organisation prior to sharing. Organisations can only share information that is owned or originated by them.

Responsibility for requesting information from each organisation (including from independent providers) should be clarified and agreed by the Panel, as appropriate.

A statement of confidentiality (as below) will be signed at each Panel meeting by all attendees to reaffirm the boundaries within which information is being shared:

- In working with sensitive information in relation to a Child Practice Review, all agencies have agreed boundaries of confidentiality. This process respects those boundaries of confidentiality and is held under a shared understanding that:
  - The Panel meeting is called under the guidance of *'Working Together to Safeguard People: Volume 2 – Child Practice Reviews'* from the Social Services & Wellbeing [Wales] Act 2014.
  - The disclosure of information outside of the Panel beyond that which is agreed at the meeting will be considered as a breach of the subject's confidentiality and a breach of the confidentiality of the agencies involved.
  - If consent to disclose is felt essential, initial permission should be sought from the Chair of the Panel, and a decision will be made on the principle of 'need to know'.
  - However, the ultimate responsibility for the disclosure of information to a third party from the Multi-Agency Panel rests with the Mid & West Wales Safeguarding Board and must be referred to the Board Business Manager for authority to disclose.



## Appendix 8

### Proposed Initial Outline of Review

*(This is an initial outline which will need to be updated as the review proceeds. This document is for internal purposes only and is not published with the report)*



### CYSUR \*/\*\*\*\* (Locality & Review type)

- Nominated Safeguarding Lead –
- Review Panel Chair –
- Independent Reviewer –

### Time period to be covered by the review in line with guidance

<b>0-6 months</b>	<input type="checkbox"/>	<b>6-12 months</b>	<input type="checkbox"/>
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### Rationale for time period

<b>More than 12 months</b>	<input type="checkbox"/>
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*If more than 12 months - As this is outside timeframe recommended in guidance please specify rationale*

## Agencies involved in the case being reviewed

(Include name and designation if known)

Care Provider	<input type="checkbox"/>		Police	<input type="checkbox"/>	
Housing	<input type="checkbox"/>		Probation	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
NHS Trust	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Other Safeguarding Board	<input type="checkbox"/>		Third Sector	<input type="checkbox"/>	
Other (please specify if known or yet to be identified):		<input type="checkbox"/>			

## Agency identified to Chair Review Panel

(Include name and designation if known)

Care Provider	<input type="checkbox"/>		Police	<input type="checkbox"/>	
Housing	<input type="checkbox"/>		Probation	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
NHS Trust	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Other Safeguarding Board	<input type="checkbox"/>		Third Sector	<input type="checkbox"/>	
Other (please specify if known or yet to be identified):		<input type="checkbox"/>			

<b>Is the Chair independent in that they have had no involvement/oversight of the case?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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***Rationale for choice of Chair:***

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**Core issues to be addressed in the terms of reference of the review will include:**

- To examine inter-agency working and service provision for individual x through defined terms of reference.
- To seek contributions to the review from the individual/individuals and appropriate family members and keep them informed of key aspects of progress.
- To identify particular issues for further clarification.
- To produce a report about learning for publication and an action plan based on this learning.

**Indicative Roles and responsibilities:**

- The Nominated Safeguarding Lead (from \*\*\*) will be responsible for maintaining links with all relevant agencies, families and other interests.
- The Board Business Unit will facilitate the first Review Panel and Chronology.
- The Local Authority leading on this Review will be responsible for facilitating and providing administration for all other Panels and the rest of the Review process.
- The *Review Panel* Chair will inform the Chair of the Board and the Board sub-group of significant changes in the scope of the review and the terms of reference will be updated accordingly
- The Chair of the Board will be responsible for making all public comment, and responses to media interest concerning the review until the process is completed. It is anticipated that there will be no public disclosure of information other than the Final Board Report.
- The Board and *Review Panel* will seek legal advice on all matters relating to the review. In particular this will include advice on:
  - terms of reference;
  - disclosure of information;
  - guidance to the *Review Panel* on issues relating to interviewing individual members of staff.

## Appointment of Reviewer Independent of the Case Management

Is an independent reviewer to be appointed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the name and designation of independent reviewer known?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If <b>yes</b> please state nominated designation of independent reviewer plus any additional information):				

### Review of Independent of the Case Management – Extended Review ONLY

*In the case of an extended review the following core questions will be addressed as per the guidance by the reviewers in the Terms of Reference of the Review.*

- Whether previous relevant information or history about the child and/or family members was known and taken into account in professionals' assessment, planning and decision-making in respect of the child, the family and their circumstances. How that knowledge contributed to the outcome for the child?
- Whether the child protection plan (and/or the looked after child plan or pathway plan) was robust, and appropriate for that child and their circumstances.
- The effectiveness of transition planning (as appropriate)
- Whether the plan was effectively implemented, monitored and reviewed. Did all agencies contribute appropriately to the development and delivery of the multi-agency plan?
- What aspects of the plan worked well, what did not work well and why? The degree to which agencies were held to account regarding the effectiveness of the plan, including progress against agreed outcomes for the child. Whether the protocol for dispute resolution was invoked.
- Whether the respective statutory duties of agencies working with the child and family were fulfilled.
- Whether there were obstacles or difficulties in this case that prevented agencies from fulfilling their duties (this should include consideration of both organisational issues and other contextual issues).

Further relevant issues in relation to the circumstances of the case may also be identified by the *Review Panel* and/or the reviewers.

<b>Approximate cost (if known) of independent reviewer and how this will be met</b>	£ .....
<b>Additional costs identified (if known).</b> Please specify:	£ .....
<b>Date of First Review Panel meeting</b>	.....

<b>Will the report be completed within Guidance timeframe?</b> <i>i.e. 6 months from date of referral</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Please identify any issues that may impact on the timeframe and how these will be managed:-</b> <i>Include issues such as:- Criminal prosecution / Coroner's decision</i>				

<b>Anticipated completed report date</b>	.....
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