



# **Mid and West Wales Safeguarding Board**

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# **Board Member Induction Booklet**



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# INTRODUCTION

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**The Mid and West Wales Safeguarding Board (MAWWSB) is a statutory partnership made up of the agencies that are responsible for safeguarding children and adults at risk in the Mid and West Wales area. The Board ensures that agencies in the region have effective arrangements in place to ensure that people of all ages, living in the region, are both protected and prevented from experiencing abuse, neglect or other kinds of harm.**

Regional Safeguarding Boards function under Part 7 of the Social Services and Wellbeing (Wales) Act 2014. The wellbeing of its citizens is central to current Welsh Government policy and legislation. Within the Social Services and Wellbeing (Wales) Act, the Welsh Government seeks to define and measure the wellbeing of its citizens in a variety of ways. This includes physical and mental health, emotional wellbeing, social and economic wellbeing, education training and recreation, as well as how well its citizens are prevented and protected from experiencing abuse, neglect and other kinds of harm. The need to ensure the citizens of Mid and West Wales are adequately prevented and protected from experiencing abuse, neglect and other kinds of harm is therefore a core function and responsibility of the Mid and West Wales Safeguarding Board.

A **'child at risk'** is defined in the Social Services and Wellbeing Act (Wales) Act 2014 as a child who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- has needs for care and support (whether or not the local authority is meeting any of those needs).

An **'adult at risk'** is defined in the Social Services and Wellbeing Act (Wales) 2014 as an adult who:

- is experiencing or is at risk of abuse or neglect;
- has needs for care and support (whether or not the Local Authority is meeting any of those needs); and
- as a result of those needs is unable to protect himself or herself against abuse or neglect or the risk of it.

The region of Mid and West Wales is unique in that it covers a very large geographical area spanning almost half of the land mass of Wales, which in itself presents challenges within the context of meeting the needs of a wide and diverse mix of communities. The Mid and West Wales Safeguarding Board is, however, very proud of the strong partnership and collaborative working culture it has established across such a large regional footprint, and is committed to

strengthening and consolidating the progress made to date to safeguard and protect the most vulnerable members of our communities.

The Mid and West Wales Safeguarding Board serves the communities of Pembrokeshire, Carmarthenshire, Ceredigion and Powys, working together collaboratively and in partnership within a multi-agency setting. The Board aims to raise awareness of safeguarding issues with members of the public and provide support, advice and guidance to professionals working in our local communities who deliver a range of voluntary and statutory services. This includes people who give their time voluntarily, in places like youth clubs, community centres and sports clubs as well as professionals such as nurses, health visitors, teachers, police officers, social workers and probation officers.

Mid and West Wales is covered by two sister Safeguarding Boards:

- **CWMPAS** [Collaborative Working & Maintaining Partnership in Adult Safeguarding]: The Mid and West Wales Safeguarding Adults Board, and;
- **CYSUR** [Child & Youth Safeguarding, Unifying the Region]: The Mid and West Wales Safeguarding Children Board.

Although technically, CWMPAS and CYSUR are separate Boards with clearly defined legal responsibilities, in practice they function as one combined Board and share a number of joint strategic priorities, hosting several Board Sub Groups, more detail on which can be found on pages 11-13.

# 1. OUR VISION

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The vision of the Mid and West Wales Safeguarding Board is that all people in the region live their lives free from violence, abuse, neglect and exploitation, and their rights are protected. All safeguarding work is sensitive to and firmly rooted in respect for differences in race, ethnicity, culture, ability, faith and sexual orientation. Engaging with and being responsive to the needs of all stakeholders, including children, young people, adults at risk, their families, carers, service providers and the wider community, is essential to promote the Boards' vision.

## Annual Plan

The CYSUR & CWMPAS Joint Annual Plan offers an insight into the goals the Board has set itself for the year to meet its mutually agreed strategic objectives, designed to align with its aim of ensuring that the people of the region are safeguarded from abuse, neglect or other forms of harm. An Annual Development Day is held prior to developing each Annual Plan, where the Executive Board can come together to reflect on their achievements and challenges in the previous year. This informs constructive discussions on the specific goals and objectives to feature in the new Annual Plan, fostering a culture of continuous reflection and a collective vision for the future.

This year's Annual Plan, together with copies of previous plans, are available on the Boards' [website](#).

## Annual Report

This Annual Report outlines the progress we have made against the outcomes set by CYSUR and CWMPAS as part of our joint Annual Strategic Plan. It forms a useful tool for outlining some of our key achievements and demonstrates how we have delivered against the objectives we set ourselves at the start of the year.

A copy of the latest CYSUR & CWMPAS Joint Annual Report is available on the Annual Report page of the [website](#).

# FUNCTIONS OF THE MID AND WEST WALES SAFEGUARDING BOARD

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The Statutory Functions of Regional Safeguarding Boards are clearly outlined in Part 7 of the Social Services and Well-being (Wales) Act. The internal structures of the CYSUR and CWMPAS Boards and the Boards annual plan are all designed to ensure compliance with these function which include:

- Contributing to the review and development of policies and procedures
- Raising awareness of abuse, neglect and harm in a Boards' area
- Reviewing effectiveness of local safeguarding measures
- Undertaking child and adult practice reviews and other audits, reviews and investigations, and monitoring their recommendations
- Disseminating information about best practice and learning
- Reviewing the performance of the Board in carrying out its responsibilities
- Research into protection and prevention of harm
- Seeking specialist advice and information
- Reviewing training needs and ensuring provision of training
- Cooperating with other Boards

## 2. BOARD MEMBERSHIP

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The Social Services and Well-being (Wales) Act 2014 sets out the statutory Safeguarding Board partners whom should be represented on the Boards and the levels of seniority required. These are:

**Local Authorities** - the statutory functions that should be reflected include:

- Director of Social Services
- Head of Service for Children's Services where these duties are not exercised by the Directors identified above
- Director of Education

### **Police**

- Superintendent or in their absence an officer who holds at least the rank of Chief Inspector; and whom the Chief Officer has charged with specific responsibilities in relation to the protection of children and adults.

### **Health Boards (HB)**

- The HB's lead officer for Children's Services or some other officer directly accountable to him or her who is of sufficient seniority to act as the HB's representative instead of the lead officer;
- A registered medical practitioner charged with specific responsibilities in relation to the protection of children within the area of the HB (Named Doctor);
- A registered nurse charged with specific responsibilities in relation to the safeguarding of children (Named Nurse), and;
- The Director of Nursing in relation to the protection and safeguarding of children within the area of the HB or in their absence the Assistant Director of Nursing/Head of Service who has been given delegated responsibility in relation to safeguarding children.

### **An NHS Trust** providing service in the area of the authority

- The Trust's lead Executive Director for safeguarding children and children or some other officer directly accountable to him or her who is of sufficient seniority to act as the Trust's representative instead of the lead executive director.

### **National Probation Service**

- The chief officer, director, or an individual who is of sufficient seniority to represent the Board instead of the chief officer;

In addition to statutory partners, Boards may include other representatives as locally agreed, where it is felt that an additional agency or service can provide a valuable contribution in terms of multi-agency safeguarding practice

A current list of Board members can be found on our [website](#).

## **Board Member Role Profile**

Please see Appendix A '**MAWWSB Role Profile**' for a profile of the role of Board Member.

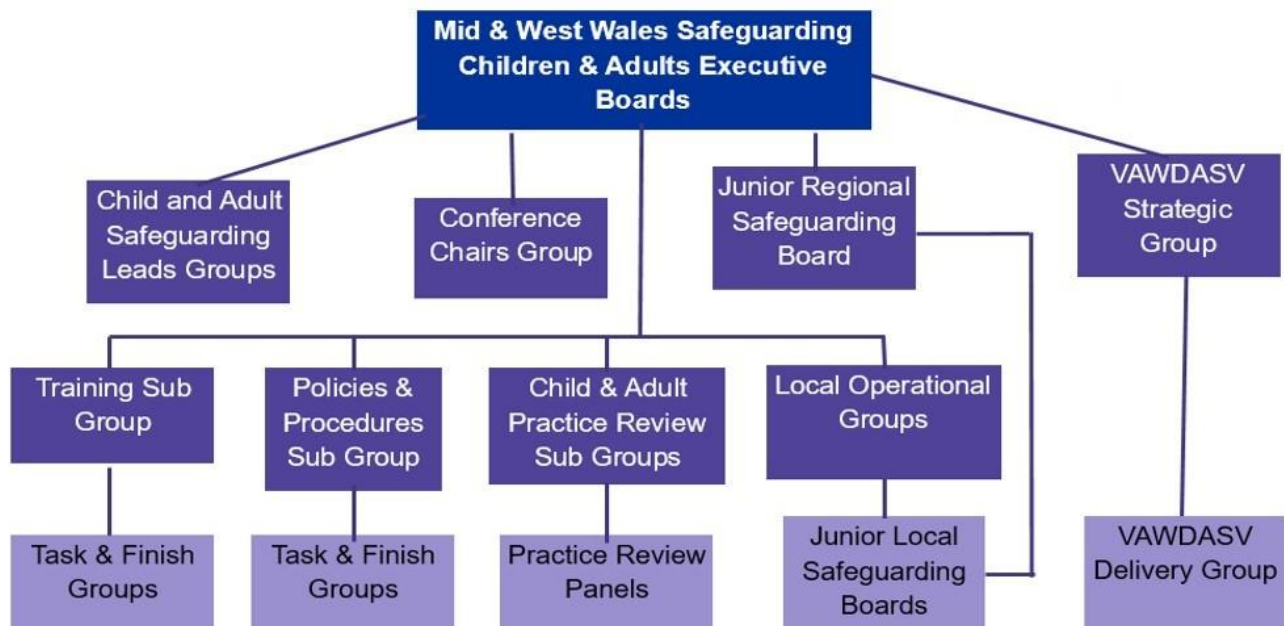


### 3. BOARD STRUCTURE

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The Mid and West Wales Safeguarding Board members seek to achieve their objectives in a variety of ways. Its structure consists of an overarching Executive Board and a number of local and regional Sub Groups which report directly to and carry out functions on behalf of the Executive Board.

All groups have their own Terms of Reference. These are available to view on the Board [website](#). Alternatively, copies may be obtained by contacting the Business Unit.



### Executive Board

**The Executive Boards for CYSUR and CWMPAS work together as an overarching regional Board to monitor and improve multi-agency regional safeguarding activity and practice across Mid and West Wales.**

The Executive Board consist of senior managers from all key statutory partners and agencies. A current list of members can be found on our [website](#).

The Executive Board aims to provide leadership and guidance to all its constituent agencies through the delivery of a series of strategic priorities for safeguarding activity and practice.

The two Executive Boards support, guide and take advice from the regional sub-groups.

## Local Operational Groups

**Each of the four Local Authorities within Mid and West Wales host Local Operational Groups (LOGs).**

The purpose, membership and structure of these LOGs mirror that of the Executive Boards, however, the primary objective of LOGs is to monitor and analyse safeguarding practice locally, rather than regionally. Membership consists of the Head(s) of Children's and Adults' Services, who chair the groups, senior and middle managers from local statutory agencies, including Health, Police and Probation.

LOGs seek to improve safeguarding practice locally by discussing local safeguarding activity in an open and transparent environment, sharing and analysing local performance data and completing practice audits to inform practice improvements and identify risk.

They also seek to share and acknowledge examples of good safeguarding practice; in addition, they will professionally challenge and hold agencies to account when safeguarding practice falls below expected standards.

## Regional Practice Review Sub-Groups

**The Adult Practice Review (APR) & Child Practice Review (CPR) Sub-Groups consider referrals from agencies where a child or adult at risk has either died or suffered significant impairment of health and development as a result of abuse and/or neglect, and makes a recommendation to the Board Chair as to whether a review or multi-agency professional forum should be undertaken to learn any lessons from practice.** The APR and CPR Sub-Groups have recently merged into one group. They also consider any safeguarding themes and lessons that may emerge from Domestic Homicide Reviews undertaken in the region and track and monitor the progress of ongoing PRUDiCS (Procedural Response to the Unexpected Deaths in Childhood).

## Regional Policies & Procedures Sub-Group

**The Policies & Procedures Sub-Group operates collaboratively and in conjunction with the Executive Board.**

The Group seeks to provide guidance to professionals via the development of regional safeguarding policy and procedure. The Board now has a significant number of multi-agency through-age policies to support practitioners in their practice, which are available on the Boards' [website](#).

## Regional Training Sub-Group

The Training Sub-Group operates collaboratively and in conjunction with the Executive Board. It seeks to support and guide the delivery of safeguarding training and learning across the four Local Authority areas and partner agency organisations.

The Training Sub-Group works closely with partners' training departments to ensure and promote the quality and consistency of safeguarding training and delivery.

The group commissions specialist, bespoke safeguarding training across the region and works closely with other sub-groups, such as the APR/CPR Sub-Groups, to ensure any learning outcomes identified in Child/Adult Practice Reviews are disseminated to staff.

## Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) Strategic and Delivery Groups

VAWDASV affects all citizens of the region and incorporates all forms of violence against women, honour based violence, forced marriage, Female Genital Mutilation (FGM), trafficking, sexual violence and exploitation, and domestic abuse. The VAWDASV Strategic Group is a multi-agency collaboration that is driving forward the requirements of the VAWDASV Act, including the implementation of the Regional Strategy and Plan, Safer Lives, Healthier Families.

The VAWDASV Delivery Group supports the Strategic Group on the progression and implementation of regional priorities, as well as maintaining key links with specialist providers.

## CADW: Junior Regional Safeguarding Board

The CYSUR Board continues to commission Tros Gynnal Plant (TGP) Independent Advocacy Service to facilitate its regional Junior Safeguarding Board.

The group advises the Executive Board on safeguarding matters and issues from a young persons' perspective via meetings, workshops and consultation events. The CADW Group work together on regional projects and events, and are complemented by three local junior safeguarding groups and a youth partnership, closely aligned to their respective Local Operational Groups.

## Other sub-groups and regional forums

Other bespoke regional forums and groups support and are closely aligned to the Boards' annual strategic plan and priorities, and include regional multi-agency Adults' and Children's Safeguarding Leads Groups, and a regional group for Child Protection Conference Chairs.

## 4. BOARD MEETINGS

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The Executive Board meets on a quarterly basis, with the prerogative to convene extraordinary meetings as appropriate and necessary. Meetings are hybrid in combining CYSUR and CWMPAS agenda items as one through-age meeting. Meeting dates are provided a year in advance.

### Contribution and Attendance

The Board has a number of statutory functions that it must execute as outlined above on page 6 and it is important the seniority of Board members reflect this responsibility. It is expected that agencies designate the appropriate person at the appropriate level to participate and that members prioritise and commit to regular, consistent attendance.

Whilst it is acknowledged there will be situations that arise that will occasionally prevent Board members from attending Board meetings, it is anticipated these circumstances will be exceptional. In the event a Board member is unable to attend a Board meeting, it is expected a nominated representative/deputy attends in their place.

### Agenda and reports

The agenda for each meeting will be planned in advance by the Chair. Any member of the Board may request items on the agenda via email to the Business Unit. Invitations to submit such requests are sent quarterly, and any requests, together with the relevant supporting documentation, must be submitted before the specified deadline in order to be considered for the forthcoming agenda.

The agenda and supporting papers will be circulated at least one week prior to the meeting. Members are expected to review papers in advance of the meeting to facilitate constructive discussion.

### Minutes/administration

Administrative support will be provided by the Regional Safeguarding Board Business Unit. Minutes will be circulated electronically following the meeting, together with an associated action log. Members are required to ensure any actions assigned to themselves and/or their agency are undertaken and updates provided back to the Business Unit within the specified timeframe.

At the beginning of each meeting, the Chair will deal with any matters of accuracy in the previous minutes, in order for the Board to agree them as a true and accurate record. The associated action log will also be reviewed, and updates for any outstanding actions requested verbally.

## 5. THE BUSINESS UNIT

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The Business Unit supports the Safeguarding Board to deliver its safeguarding responsibilities. The team drives forward the day-to-day business in relation to the Boards' core functions, and provides administrative and organisational support for activities associated with the Boards' subgroups. It is the central point of coordination for the work of the Boards.

Contact details are as follows:

- [cysur@pembrokeshire.gov.uk](mailto:cysur@pembrokeshire.gov.uk) for CYSUR
- [cwmpas@pembrokeshire.gov.uk](mailto:cwmpas@pembrokeshire.gov.uk) for CWMPAS

Individual members of the team can be contacted as follows:

Name	Job Role	Contact
<b>Julie Breckon</b>	Regional Safeguarding Board Manager	<a href="mailto:Julie.Breckon@pembrokeshire.gov.uk">Julie.Breckon@pembrokeshire.gov.uk</a>
<b>Rebecca Reynolds</b>	Practice Review Business Manager	<a href="mailto:Rebecca.Reynolds@pembrokeshire.gov.uk">Rebecca.Reynolds@pembrokeshire.gov.uk</a>
<b>Theresa Welch</b>	Business Development Officer	<a href="mailto:Theresa.Welch@pembrokeshire.gov.uk">Theresa.Welch@pembrokeshire.gov.uk</a>
<b>Stuart Hicks</b>	Business Coordinator	<a href="mailto:Stuart.Hicks@pembrokeshire.gov.uk">Stuart.Hicks@pembrokeshire.gov.uk</a>

## 6. COMMUNICATIONS

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A wealth of information about the Mid and West Wales Safeguarding Board can be found on the Boards' [website](#).

The website has been developed to provide detailed information to Board Members, partner organisations and the general public on the workings of the Boards, as well as allowing us to promote the safeguarding activities of other organisations.

As well as the Annual Plans and Annual Reports, you can find other useful documents including regional policies & procedures and the Terms of Reference for Sub Groups.

Any CPRs or APRs that the Board undertakes result in a report that is published on the Mid and West Wales Safeguarding Board website. Reports remain available online on bespoke [Child Practice Review](#) and [Adult Practice Review](#) webpages.

### Social Media

The Mid and West Wales Safeguarding Board is active on Social Media, with Facebook, Twitter and Instagram accounts which you can follow using the information below. Links to these can also be found on the MAWWSB [website](#). The Mid and West Wales Safeguarding Board uses the platform of social media to help raise awareness of Safeguarding issues and the function of the Board itself.

- **Twitter** - [@CWMPASCymru](#) and [@CYSURCymru](#)
- **Facebook** - [@CYSURCymru](#)
- **Instagram** - [@cysurcymru](#)

# APPENDIX A: BOARD MEMBER ROLE PROFILE

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Each agency has a responsibility as a member of the Mid and West Wales Regional Safeguarding Board to promote the effective functioning of the Board. Each agency, therefore, is required to make a formal commitment to the work of the MAWWSB in order for the priorities of the Boards to be achieved.

Members are required to:

- Actively contribute to Safeguarding Board meetings via discussion and the presentation of information and reports when requested
- Work together as the collective Mid and West Wales Safeguarding Board to promote the safeguarding and welfare of children, young people and adults at risk across the Mid and West Wales region.
- Foster relationships of mutual trust and professional challenge between members from partner agencies. Share, celebrate and highlight good safeguarding practice and constructively hold partners to account and seek solutions when practice falls below expected standards
- Analyse multi-agency performance data and supplementary information including audits, and any pertinent themes relevant to multi-agency Safeguarding Practice and the provision of Safeguarding services
- Raise awareness throughout the Mid and West Wales region of the need to safeguard and promote the welfare of children, young people and adults at risk.
- To represent your area or service area at the Mid and West Wales Safeguarding Board in accordance with the roles and responsibilities within its Terms of Reference.
- Be responsible for actively supporting the work programme of the MAWWSB, including the identification of adequate resources for specific areas of work where applicable/appropriate. This includes undertaking child and adult practice reviews, multi-agency policy development and the development and delivery of multi-agency training
- To promote the MAWWSB objectives and priorities in the Business Plan throughout the service area.
- To bring to the attention of MAWWSB details of inspections or internal reviews in relation to your agency or service area on an exception reporting basis

## Specific Duties

- To ensure regular and consistent attendance at Executive Board meetings by your agency and to identify members of staff at the appropriate level to attend, support and contribute to regional sub-groups and their work plans.
- Where requested by the chairs provide written information in advance of board meetings including data to support the MAWWSB performance framework, LOG Chairs report and briefing papers as appropriate.
- Finally approve and ratify final child and adult practice review reports in advance of publication and final regional multi-agency policies, guidance documents and strategies
- Ensure any issues that are likely to have a significant impact on the delivery of safeguarding services and practice within your agency are brought to the attention of the Board.
- Be responsible for internal communications to ensure feedback to your own agency on the work of the MAWWSB, including the dissemination of policy and awareness raising initiatives.
- To take responsibility for representing MAWWSB on other forums and strategic partnerships.
- Work with the Business Unit to ensure performance information and data from individual agencies is analysed and regularly made available to the MAWWSB.
- To ensure the implementation within your agency action plans in relation to Child Practice Reviews, Adult Practice Reviews and MAPFs.
- To bring to the attention of the Chair any conflict of interest between your MAWWSB role and your individual organisational responsibilities.