



The Staffordshire and Stoke-on-Trent  
**Adult Safeguarding Partnership**  
Abuse must stop



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## **STAFFORDSHIRE SAFEGUARDING CHILDREN BOARD & STAFFORDSHIRE & STOKE ON TRENT VULNERABLE ADULT SAFEGUARDING PARTNERSHIP BOARD**

### **DISTRICT SAFEGUARDING SUB-GROUP - TERMS OF REFERENCE**

#### **REMIT**

The District Safeguarding Sub-group is a formally constituted arm of Staffordshire Safeguarding Children Board (SSCB) and of Staffordshire & Stoke on Trent Vulnerable Adult Safeguarding Partnership (SSASP). It is responsible for helping to ensure that the safeguarding children and vulnerable adults' agenda is fully embedded and driven forward in district and borough councils across Staffordshire.

#### **MEMBERSHIP**

The sub-group will:

- Elect a chairperson and have a vice-chairperson as and when required. This will be on a rota basis
- Comprise of named representatives from the eight district/borough councils across Staffordshire
- Invite other partners to meetings when deemed appropriate.

#### **ACCOUNTABILITY AND REPORTING**

- The sub-group is accountable via the chair/vice-chair to the SSCB and SSASP Executive Group.
- The chair/vice-chair is also accountable to the main SSCB and SSASPB Board.

It will:

- Meet four times a year;
- Provide minutes of meetings for the attention of the SSCB and SSASP Boards;
- Provide the SSCB Manager with a planned agenda two weeks in advance of each meeting;
- Produce an agreed annual work plan (February) for inclusion in the annual SSCB Business Plan and the SSASP Business Plan;
- Produce an annual report detailing its main activities (March) for inclusion in the SSCB Annual Report and the SSASP Annual Report.

## **PROCESSES**

The subgroup and its members will:

- Promote effective channels of engagement and communication between the district / borough councils and the safeguarding boards; between subgroup members; and with children and their parents/ carers;
- Promote SSCB / SSASP priorities and campaigns with district and borough councils;
- Raise awareness in partner agencies of the contribution that district councils make to safeguarding and promoting the welfare of all ages and advise Board partners on good practice and ways to improve;
- Undertake audit activity around the effectiveness of safeguarding activity and ensure that district/borough councils meet their responsibilities under Section 11 of the Children Act 2004;
- Establish a shared understanding of safeguarding issues in district / borough councils, and develop common approaches across the eight district/borough councils towards discharging their responsibilities;
- Promote safeguarding workforce development and training opportunities to help to improve the recognition of and response to welfare and abuse concerns and safeguarding practice;
- Disseminate good practice and ensure that sound and up to date safeguarding policies and procedures are in place in each council;
- Assist all service divisions in district councils in linking in with other agencies and services as appropriate.

## **PRINCIPLES**

**The subgroup and its members will:**

- Retain a child / adult focus to its work;
- Recognise that each child / adult is unique and have due regard to the diversity of our local populations in relation to race, language, culture, religion and gender;
- Remain alert to the vulnerability of certain populations of children or adults due to their age, gender, disability, family context, poverty and exclusion;
- Conduct its business with a focus on supporting individuals and agencies to help to promote the welfare and safety of children and vulnerable adults.