

LOCALITY PRACTICE FORUMS - CHILDREN

Terms of Reference

Introduction

Following the publication of 'Working Together to Safeguard Children 2018' the Local Authority, Clinical Commissioning Group and Police became the safeguarding partners with statutory responsibility to make arrangements work together to safeguard and protect welfare of children in the local authority area. Manchester Safeguarding Partnership is using this opportunity to build on the strong partnership working in respect of children **and** adults at risk of, or experiencing harm

Manchester Safeguarding Partnership is the responsible body within the Manchester City area to facilitate the three strategic partners working together with other organisations and professionals to deliver the safeguarding arrangements for children and adults as set out in Working Together 2018 (Children and Social Work Act 2017) and the Care Act 2014 (in respect of Adult Safeguarding Boards).

Manchester Safeguarding Partnership intends that these arrangements will be adaptive and dynamic whilst providing clear lines of accountability, effective assurance arrangements and ensure that 'frontline' services learn from good practice and when 'things go wrong'

For more information on Manchester Safeguarding Partnership arrangements [click here](#)

Purpose of the Locality Practice Forums – Children

The Locality Practice Forums are the link between the strategic work of the Manchester Safeguarding Partnership and frontline practitioners to facilitate discussions where multi-agency practitioners can safely and openly consider, challenge and change multi-agency practice; share and support learning from review activities and audits as well as changes in national and local guidance / policy.

There will be three Locality Practice Forums for adults and for children. These will be based around the North, Central and South localities in Manchester City.

The Learning and Improvement Sub-Group will act as the conduit between the Locality Practice Forums and the Children and Adults Safeguarding Executive Groups. The subgroup will ensure the Partnership is aware of current practice issues identified at Fora meetings, good practice and potential barriers and areas for improvement.

To be effective the Locality Practice Forum chairs will attend Learning and Improvement subgroup to ensure:

- There will be a clear line of two –way communication between the forums and the Partnership.
- Task and finish groups will be established to progress specific issues if required
- A practitioner reference group will be facilitated by the Forums for safeguarding matters.
- To identify opportunities to join up the adult and children forum agendas to ensure consistency and avoid duplication where appropriate.

The Locality Practice Forums will be responsible for:

- Discussing themes, finding local solutions and sharing good practice.
- Identifying safeguarding themes and threats, and models of good practice emerging locally.
- Challenge local and partnership thinking and practice in order to improve safeguarding effectiveness.

- Discuss and share learning from review and audit activity.
- Support delivery of Manchester Safeguarding Partnership priorities at a local level.
- Feedback on key messages from children, young people and their families to inform strategic decision making, performance framework and the development of our 'safeguarding story'.
- Escalate to Learning and Improvement subgroup and Executive Groups the messages and feedback from staff on frontline to help inform strategic decision making, performance framework and the development of our 'safeguarding story'.
- Developing an annual SMART work plan which includes appropriate and relevant links to other Manchester Safeguarding Partnership sub-groups and other Boards especially developing links with adult fora to avoid duplication and ensure consistency across children and adult's multi-agency partnership working
- The Fora will ensure work is informed by best practice, lessons learned and research.

Governance, Chair and Vice Chair

- The Children and Adults Safeguarding Executive Groups provide governance to the Manchester Safeguarding Partnership subgroups.
- The Children and Adults Safeguarding Executive Groups will report to the Accountabilities and Leadership Board which is chaired by the Chief Officers of the three statutory safeguarding partners.
- The Locality Practice Forum will be accountable to the Learning and Improvement subgroup and the Children Safeguarding Executive Group.
- Each Locality Practice Forum will have 3 chairs identified from a Children's Social Care Locality Manager, a local Named Nurse for Safeguarding and a Voluntary / Community Service member.
- The Chairs of the Locality Practice Forum will ensure each Practice Fora is represented at the Learning and Improvement Subgroup. The Learning and Improvement subgroup will set the agenda for the Locality Practice For a meetings and provide the mechanism for reporting from the Locality Practice Forum to be reported upwards.
- The Chair of the Locality Practice Fora will provide a summary report from each meeting to the Learning and Improvement subgroup and the Children Safeguarding Executive Groups.

Membership

Membership of the Locality Practice Fora will consist of representatives from statutory partners and relevant voluntary, community and faith sector organisations.

Member / Role	Nominated Deputy	Agency
Safeguarding Lead & Frontline practitioners		Safeguarding Partnership representatives
Safeguarding Lead & Frontline practitioners		Greater Manchester Police
Safeguarding Lead & Frontline practitioners		Health
Safeguarding Lead & Frontline practitioners		Housing
Safeguarding Lead & Frontline practitioners		Children's Social Care
Safeguarding Lead & Frontline practitioners		Education

Safeguarding Lead & Frontline practitioners	Adult Social care
Safeguarding Lead & Frontline practitioners	Probation
Safeguarding Lead & Frontline practitioners	Youth Offending
Safeguarding Lead & Frontline practitioners	Voluntary & Community Sector
Safeguarding Lead & Frontline practitioners	Faith Sector

- Statutory Forum members are expected to attend regularly (75% attendance).
- If a member is unable to attend a nominated deputy can attend on their behalf.
- Forum members particularly from the Voluntary & Community Sector and Faith Sector are highly encouraged to attend regularly, but there is recognition that this may not always be possible due to time constraints and limited capacity
- There is an expectation on Forum members to:
 - Prepare for meetings by pre-reading agenda items, reports etc.
 - Search out and share best practice and learning
 - Actively participate in meetings.
 - Representing, promoting and communicating the role and work of the Forum and Manchester Safeguarding Partnership within their respective organisations.
 - Take responsibility for the prompt progression of designated activity and actions.

Quoracy

For meetings to be quorate a minimum of 6 Forum members should be present.

Frequency of Meetings

- The Forum will each meet quarterly.

Administration

- The Manchester Safeguarding Partnership's business unit will provide the following administrative support:
 - Meeting invitations to all Forum members
 - Request agenda items from Forum members 15 working days prior to meeting.
 - Distribution of agenda and supporting papers 5 working days prior to all meetings.
 - Producing a draft record of meeting within 5 working days for chair to approve.
 - Circulate meeting record after chair approval.
 - Maintaining a forward planner
- The Learning and Improvement Subgroup will liaise with Forum chairs as part of subgroup meetings to:
- Agree agenda with Assurance Lead at least 10 working days prior to meeting
- The Forum chairs will approve record for circulation within 10 working days of the meeting

Review

- These terms of reference and membership will be reviewed annually.



Date of Review: 8th February 2022