

## **Corporate Safeguarding Leads Group (CSLG)**

### ***Terms of Reference***

#### **Purpose/role of the Group:**

To oversee the timely implementation of the WAO review of safeguarding recommendations as outlined in the agreed action plan

To ensure the corporate safeguarding policy is fit for purpose and responsive to emerging safeguarding issues

To lead on the development and implementation of a corporate safeguarding professional learning offer

To monitor compliance of the implementation of the learning offer at a Directorate and Council level

To offer peer challenge to individual Directorate on safeguarding matters

To share professional knowledge and experiences

To monitor risks in relation to safeguarding matters, taking a preventative approach to risk mitigation

To undertake the lead on other safeguarding work streams as allocated by CLT

#### **Membership:**

Directorate Safeguarding Leads – or appointed Deputies

Co-opted members – Safeguarding Manager, Safeguarding in Education Manager and Professional Lead for Community Safety

The membership of the group will commit to:

Attending all scheduled meetings and if necessary send a representative

Forwarding any agenda items to the CSLG Coordinator 10 working days prior to the meeting (exceptions will be made if urgent items need to be heard)

#### **Accountability:**

The group is accountable to the Chief Officer for Safeguarding – Damien McCann.

Minutes of the meetings will be reported to CLT within 10 working days of the meeting taking place

**Review:**

The group will undertake an annual self-assessment of its work to determine progress and impact.

The annual self-assessment will take after the Q4 reporting period

**Meetings:**

Meetings will be aligned to Scrutiny reporting of Safeguarding matters with a minimum of 4 meetings a year timetabled

The venue for the CSLG meetings will be The Integrated Children's Centre, Blaina

The Chair of the CSLG for 2020- 2021 will be Alison Ramshaw, Service Manager, Children's Services

The position of Chair of the CSLG will be for a period of 12months

The Vice Chair of the CSLG for 2020 – 2021 will be Clive Rogers, Environment

The position of Vice Chair of the CSLG will be for a period of 12 months

The meetings will be convened and clerked by a CSLG Coordinator from Business Support

Agendas and papers for the meeting will be shared 5 working days before the meeting

Full copies of the minutes, including any attachments will be provided to all CSLG members no later than 5 working days following each meeting

Non-members will be invited to the group meetings as certain topics arise

Bespoke pieces of work may be discharged through any agreed sub groups who will report back to the CSLG

Sharing of information and resources (including confidential materials)

A secure porthole will be established on an agreed drive to which all members will have access. This drive will hold papers for the meetings and will enable the safe sharing of confidential information