

**Salford Safeguarding Children Board**  
**Salford Children and Young People's Trust**  
**Sub Group Terms of Reference**



<b>Sub Group:</b>	Voice of the Child Advisory Group (VoCAG)
<b>Responsible for:</b>	<p>The Salford Safeguarding Children Board (SSCB) and the Children and Young People's Trust Board (CYPTB) supports Professor Munro's vision for child-centred, rights-based practice and greater public understanding.</p> <p><i>'It is crucial for local areas to get feedback from children and young people and their families to inform learning and drive service improvement. It is also key to understanding the impact of the service and the difference children, young people and their families feel has been made to their lives.'</i></p> <p>VoCAG will ensure children and young people effectively participate in the work of SSCB, CYPTB and member agencies to inform learning and drive service improvement. It can and should be a central part of what we do. (United Nations Convention, Munro Review 2011, Working Together 2013, Children and Families Bill 2013).</p>
<b>Function:</b>	<ul style="list-style-type: none"> <li>• Preparing and periodically updating a Participation Strategy for Children and Young People for the city.</li> <li>• Preparing and regularly updating an action plan to deliver the Participation Strategy.</li> <li>• Involving children and young people in checking progress with the strategy and action plan.</li> <li>• Championing the standards documented in the Participation Strategy.</li> <li>• Completing a bi-annual participation report</li> <li>• Requesting commissioners and providers to report on participation activities</li> </ul>
<b>Accountable to:</b>	<ul style="list-style-type: none"> <li>• The independent Chair and members of the SSCB via the Chair of the SSCB Executive Committee.</li> <li>• The Children and Young People's Trust Board</li> <li>• The Young People's Council</li> <li>• The Fight for Change Council</li> </ul> <p>Core members will:</p> <ul style="list-style-type: none"> <li>• Be a nominated representative of their agency or partnership.</li> <li>• Represent their agency's perspective in carrying out the objectives of the group.</li> <li>• Report back to their agency on the work of the group.</li> <li>• Consult with colleagues within their agency.</li> <li>• Actively participate in the work of the group and undertake tasks and responsibilities as agreed.</li> <li>• Be accountable to the SSCB via the SSCB Executive Committee and the group will provide a bi-monthly report to the Executive Committee.</li> <li>• The Chair is a member of SSCB, SSCB Executive Committee, or CYPT.</li> </ul> <p>Organisations or individuals that may not sit directly on the SSCB may be co-opted into the group to ensure that the wider remit of the Board is encompassed within the operational objectives of the group.</p>
<b>Chair and Membership:</b>	<p>Admin Officer for Integrated Youth Support Services (IYSS), Salford Council  CAF Co-ordinator for EIP service, Salford Council  Children and Young People's Library Service Manager, Salford Community Leisure</p>

	<p>Education Welfare Officer, Salford Council  Educational Psychologist, Salford Council  Head of Complex Needs – SEN, Salford Council  Head of IYSS, Salford Council (<b>Chair</b>)  Head of Starting Life Well, Salford Council  IYSS Manager, Salford Council  Next Steps Corporate Parenting Officer, Salford Council  Performance and Participation Coordinator, SSCB  Private Fostering Officer, Salford Council  Public Health Development Strategy Manager, Salford Council  Quality Childcare Adviser for Starting Life Well Service, Salford Council  Service Coordinator for Salford Children’s Rights Services, Children’s Society (Commissioned by Salford Council)  Service Manager for Safeguarding and Quality Assurance, Salford Council  Service Manager for Supported Housing, Salford Council  Teacher for Ethnic Minority and Traveller Education Service, Salford Council  Training Coordinator, SSCB  VOCAL (community and voluntary sector forum)  Youth Work Manager IYSS, Salford Council</p>
<p><b>Approach:</b></p>	<ul style="list-style-type: none"> <li>• The Voice of the Child Advisory Group will meet every two months.</li> <li>• Any agenda items and supporting documents should be forwarded to the Chair and administrative support at least 10 working days in advance.</li> <li>• Agendas and documentation will be circulated prior to the meetings (by email wherever possible) at least 5 working days before the meetings.</li> <li>• The Chair will provide a progress report on the strategy and action plan to every SSCB Exec meeting</li> <li>• The Chair will provide a participation report every six months to the: <ul style="list-style-type: none"> <li>○ Young People’s Council</li> <li>○ Children and Young People’s Trust, and</li> <li>○ Safeguarding Children Board</li> </ul> </li> </ul>
<p><b>Performance Measures:</b></p>	<p>These will be monitored through SSCB and CYPT joint performance management arrangements.</p> <ul style="list-style-type: none"> <li>• Sub group chaired by a member of the Executive Group</li> <li>• Work programme produced and agreed by the Executive group</li> <li>• 90% of planned meetings take place</li> <li>• A minimum of members from 4 agencies is required for a meeting to be quorate</li> <li>• Apologies are always received</li> <li>• Apologies for a second consecutive meeting are followed up in writing by the chair</li> <li>• Sub group monitors progress on objectives using a traffic light system</li> <li>• Any red risk areas or failure of agencies to report on their SCR / Case Review Action Plan to the agreed time-scales will be addressed and reported to the SSCB Executive Group</li> <li>• Sub-group reports will be sent to the Executive for each meeting of the group</li> <li>• Report sent to SSCB every meeting</li> <li>• Report sent to Trust every six months</li> <li>• Minutes are circulated within 14 working days of a meeting.</li> <li>• The group monitors its own performance against the above indicators</li> </ul>

	<p>and includes the data in the report to the Executive Group.</p> <ul style="list-style-type: none"> <li>• Monitoring and delivery of the action plan</li> <li>• Respond to Hear by Right audits</li> <li>• Examples of success, where CYP voice has made a difference</li> </ul>
<b>Date of last review:</b>	1 November 2013
<b>Signed:</b>	<p>____ E.Buchan____                      Date: ____ 1.11.2013 ____  <b>Sub Group Chair</b></p> <p>____ S. Rees____                      Date: __ 18.11.2013 ____  <b>SSCB Chair</b></p> <p>____    Date: _____  <b>CYPTB Chair</b></p>