

# Terms of reference

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## **London Safeguarding Professionals Steering Group**

*Promoting excellence in adult safeguarding practice*

### **Overview**

The overarching purpose of the London Safeguarding Professionals Steering Group is to contribute to raising the professional standards of safeguarding practice in order to improve outcomes for people who use safeguarding services as well as their families and carers.

### **Role**

The Steering Group is committed to:

- Supporting the delivery of the London Multi Agency Adult Safeguarding Policy and Procedures;
- Fostering a spirit and culture of partnership within professional safeguarding leads networks across London;
- Encouraging inclusive membership with representation from statutory, independent and voluntary sector organisations;
- Providing a forum for inclusive learning,
- Acting as a key reference point for the London SAB, identifying issues that require cross-borough attention and London level work;
- Quality assuring products commissioned by the London SAB where required;
- Sharing of new practices and approaches; and
- Facilitating consistent approaches and improvement in safeguarding practice.

### **Term**

These Terms of Reference are effective from [*insert date*] and will be reviewed in one year.

### **Principles – a duty to safeguard adults at risk**

The London Safeguarding Professionals Steering Group is committed to championing the Six Principles of safeguarding that underpin all adult safeguarding work (Care and support statutory guidance, 2016):

## The Six Safeguarding Principles

<b>Empowerment</b>	Adults are encouraged to make their own decisions and are provided with support and information.	"I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens."
<b>Prevention</b>	Strategies are developed to prevent abuse and neglect that promotes resilience and self-determination.	"I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help."
<b>Proportionality</b>	A proportionate and least intrusive response is made balanced with the level of risk.	"I am confident that the professionals will work in my interest and only get involved as much as needed."
<b>Protection</b>	Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding.	"I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able."
<b>Partnership</b>	Local solutions through services working together within their communities.	"I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation."
<b>Accountability</b>	Accountability and transparency in delivering a safeguarding response.	"I am clear about the roles and responsibilities of all those involved in the solution to the problem."

## Objectives

The Steering Group's work programme will be developed and agreed at the first meeting. This will be aligned with the strategic plan set by the London SAB.

### Accountability

- The Steering Group will provide regular progress updates to the London Safeguarding Adults Board (SAB) on the agreed work plan;
- Steering Group members will represent their professional networks and ensure two-way communication with the groups and services they represent.

### Chairing arrangements

- The Steering Group will be jointly chaired by the LondonADASS Safeguarding Lead Assistant Director and the Head of Quality/Regional Lead for Safeguarding from NHS London, who will report to the London SAB;

- Changes to the charring arrangements will be made by agreement with the London SAB.

## Membership

Is open to two professional representatives from each of the following member organisations or professional networks:

Core Membership Representation	Wider Membership Representation <sup>1</sup>
Metropolitan Police Service	Housing representatives
LondonADASS Assistant Directors	UKHCA representing Care at Home Providers
Principal Social Workers	London voluntary sector
Local Authority Safeguarding Leads	National Probation Service
Clinical Commissioning Group Safeguarding leads	Community Rehabilitation Company
NHS England (London region)	Care England
NHS Community Provider sector	Criminal Prosecution Service
NHS Mental Health Trust Provider sector	National Offender Management Service
NHS Acute Provider sector	Prisons
London Fire Brigade	Care Quality Commission
London Ambulance Service	
Mental Capacity Providers	
MCA / DoLS professional leads	

## Responsibilities

The Steering Group is responsible for:

- Agreeing a programme of work to ensure that professionals with a safeguarding role are meeting the requirements of the London Multi Agency Adult Safeguarding Policy and Procedures;
- Fostering collaboration and learning from good practice across safeguarding professional networks; and
- Maintaining the focus of the Steering Group on its agreed scope and outcomes.

Members of the Steering Group will commit to:

- Attending all scheduled Steering Group meetings or sending an appropriate representative if unable to attend;
- Wholeheartedly championing the Steering Group within and across their professional networks;
- Sharing all communications and information within and across their professional networks; and

<sup>1</sup> Partners who address Safeguarding issues within their wider role

Members of the Steering Group will expect:

- Each member to be provided with complete, accurate and meaningful information in a timely manner;
- To receive national good practice guides and other documents as soon as they are available;
- To be given reasonable time to discuss key issues and open and honest discussions without resort to any misleading assertions;
- To receive regular information from the London SAB on key items;
- To receive relevant information from the National ADASS Safeguarding Policy Network; and
- To receive regular information from the London SAB Chairs Network.

### **Resource**

Meeting support will be funded through the London SAB.

### **Review**

The Steering Group will review its programme of work bi-annually or when the scope is redefined by the London SAB.

### **Working methods**

- The Steering Group will agree an annual programme of work;
- Subgroups may be convened for time-limited task and finish projects;
- Steering Group members will share information and resources (including confidential materials) through the LondonADASS website.

### **Meetings**

- Will be organised by LondonADASS;
- Will be scheduled to fit with the London SAB schedule;
- Take place quarterly at London Councils, 59½ Southwark Street, London SE1 0AL;
- Agenda items will be agreed at the previous meeting and signed off by the co-chairs two weeks in advance of the next meeting;
- Papers will be circulated two weeks in advance of meetings;
- Non-members may be invited to group meetings where appropriate;
- LondonADASS will provide secretariat for the Steering Group.