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Safeguarding Group Terms of Reference and Operating Arrangements

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1. Introduction

The Business Executive Team has established the Safeguarding Group in accordance with Public Health Wales (PHW) scheme of delegation.

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers. The Social Services and Well-being Act 2014 and accompanying guidance Working Together to Safeguard People provide the legislative background in reflecting awareness of Safeguarding. Whether safeguarding an adult at risk from abuse or neglect or protecting children from abuse, neglect and harm, the Wales Safeguarding Procedures reflect the principles underpinning the Social Services and Well-being act 2014.

Public Health Wales must ensure there are arrangements in place, including supporting staff through education, training and access to expert advice, to recognise signs of potential or actual risk of harm and to know what actions to take

2. Purpose

The purpose of Public Health Wales Safeguarding Group is to:

- Support Public Health Wales in discharging its statutory functions under the
- Social Services and Well-being (Wales) Act 2014) and as identified in other
- relevant legislation and safeguarding related guidance.
- Initiate improvements in working practices, systems and procedures to
- support effective safeguarding practice in PHW's statutory and regulatory
- roles to protect and prevent people from potential or actual harm.
- Support the development and delivery of the safeguarding annual work plan objectives.
- Focus the organisation on individual and organisational roles and responsibilities, with the aim of preventing, recognising and minimising the risk to individuals of all forms of abuse and neglect.
- To support the organisation in monitoring and scrutinising the effectiveness of organisational Safeguarding arrangements, including recommending and

- overseeing the implementation of any improvement actions e.g., Safeguarding Maturity Matrix.
- Identify and support opportunistic research and learning opportunities in the context of safeguarding and to share learning with directorates.
- Contribute to the ongoing reinforcement of a culture which supports learning, in conjunction with the People and Organisational Development team.
- Support the organisation in a quality and improvement approach to safeguarding.
- Horizon scanning, plus consider any lessons learnt from safeguarding practice reviews and other recognised safeguarding reports, to ensure recommendations are implemented within Public Health Wales where applicable.
- Ensure roles and responsibilities are clear for Safeguarding Group Representatives.
- Support and monitor the Health and Social Care (Quality and Engagement) (Wales) Act.
- To provide a highlight report of the safeguarding group work for information to the Quality Oversight Group as requested.
- Provide support to the Quality, Safety and Improvement Committee in gaining assurance on organisational Safeguarding arrangements.
- To offer advice and support to the Executive Team, Quality Safety and Improvement Committee and Board.

3. Delegated Powers

Provide a forum to consider all issues relating to Safeguarding within the PHW and to take decisions on areas delegated by the Board.

The group can make decisions:

- Which improve the effectiveness of Safeguarding arrangements within Public Health Wales.
- Agree and Approve procedures that reflect a best practice approach to safeguarding in line with the organisational processes
- Endorse Safeguarding policies that reflect a best practice approach to safeguarding in line with the organisational processes and submit to for final approval to Quality Safety & Improvement Committee (QSIC)
- Decisions with financial or significant corporate or service risk implications will need to be escalated to the Business Executive Team

4. Sub-Committee/Groups

The Group may (subject to the approval of the Business Executive Team) establish sub groups or task and finish groups to carry out on its behalf specific aspects of Group business.

5. Accountability

The group is accountable to the Business Executive Team and the relevant Board Committee via the Executive Director of Nursing, Quality, & Integrated Governance.

The Chair will ensure that the Quality, Safety and Improvement Committee and Business Executive Team are provided with updates on of the work programme of the Group, on at least a quarterly basis.

The Group will produce quarterly update reports on the work that has been undertaken which will be presented to the Quality, Safety and Improvement Committee as part of the Quality Performance Report.

The Group Chair will ensure appropriate escalation arrangements are in place to alert the Trust Chief Executive and / or the Quality, Safety and Improvement Committee Chair of any urgent / critical matters that may compromise services / service user provision and affect the operation and / or reputation of Public Health Wales.

6. Membership, Attendees and Quorum

6.1 Members / Chair of the Safeguarding Group

The Safeguarding Group Meeting chaired by the Executive Director of Nursing Quality & Integrated Governance.

The core membership of the Safeguarding Group is as follows:

- Executive Director of Nursing Quality & Integrated Governance (Chair)
- Assistant Director of Nursing & Quality (Deputy Chair)
- Named Lead for Safeguarding
- Designated Professional, National Safeguarding Service
- Head of Nursing for Screening Division
- People & OD representative
- Health and Wellbeing representative (ACE Hub representative)
- Policy, Research and International Development representative
- Infection Services/Microbiology
- Health Protection Representative
- Research, Data and Digital Directorate (RDDD) representative
- Consultants within PHW who are involved in work relevant to Safeguarding
- Head of Estates & Health & Safety
- Other people can be co-opted by the Chair

All members are responsible for providing relevant data and information as requested and ensuring two-way dissemination of safeguarding related information across Directorates/Divisions that they represent and to share good practice to enhance learning throughout Public Health Wales.

Responsibilities include:

- Follow PHW'S Safeguarding policies, procedures and relevant legislation.

- Report directorate Safeguarding incidents quarterly into Safeguarding Group and any identified learning /changes made because of these.
- Identify and discuss any new safeguarding risks identified by service areas and consider entry on to the safeguarding risk register.
- Support and maintain the safeguarding risk register and ensure the right risk mitigations are in place.
- Report directorate compliance with Safeguarding training to the Safeguarding Group and ensure action plans for recovery are discussed when compliance is below the recommended standard.
- Report compliance with Disclosure and Barring Standard checks to provide assurance that newly appointed employees have the correct level of DBS (Disclosure and Barring Services) in place.
- Contribute and support to identified quality improvement initiatives.
- Contribute to the annual Safeguarding maturity matrix self-assessment and the creation of improvement actions based on this.
- Contribute to the safeguarding annual programme of work identifying areas for further improvement or attention.
- Cascade any learning identified from the safeguarding meetings across directorate divisions to ensure wider learning.

6.2 Quorum

At least two-thirds of the total number of members of the group must be in attendance to ensure the quorum of the group, at least one of which should be the Chair or Deputy.

7. Frequency of Meetings

Meetings shall be held no less than quarterly and otherwise as the Chair of the group deems necessary.

The group will operate through meetings, either in person or remotely

8. Approval out of Meetings

Where approval for procedures and other written control documents is sought out of the quarterly meeting structure, for example, via email / other electronic process, this will require confirmation of approval from the quorum number listed in section 6 above.

Any procedures approved out of meeting, should then be ratified at the next meeting of the Group.

9. Relationships and accountabilities with the Board and its Safeguarding Group Meeting

The Safeguarding Group must have an effective relationship with the Business Executive Team and the Quality, Safety, and Improvement Committee for the purposes of effective reporting and assurance.

The Safeguarding Group should operate within the remit of its distinct role.

Assurance is provided through the Executive Director of Nursing Quality & Integrated Governance.

10. Review

These terms of reference and operating arrangements shall be reviewed on an annual basis by the Group and recommended to the Business Executive Team for approval.

11. Reporting Arrangements

The Group will report to the Business Executive Team and the Quality, Safety and Improvement Committee on at least a quarterly basis.

The Group will also produce an Annual Report for assurance, which will be submitted to the Business Executive Team and the Quality Safety and Improvement Committee.

An annual work plan will be submitted the Business Executive Team and the Quality, Safety and Improvement Committee.

12. Flow chart of Governance Arrangements

