



Terms of Reference Performance, Procedures and Audit Sub -Committee

Introduction

The Performance, Procedures and Audit group (PPA) is a Sub Committee of the Jersey Child Protection Committee (JCPC).

Purpose

Performance:

- The PPA will establish an outcomes-focussed quality assurance framework, to evidence the effectiveness of safeguarding strategies within the Island.
- The PPA will work with partner agencies to agree single-agency parameters which will inform the evidence within the framework. PPA will also support inter-agency exchange of information in order to support congruity of performance measures.
- The PPA will monitor service performance against an agreed cross-agency quality assurance framework, and thus inform the JCPC of the effectiveness of multi agency working to safeguard children.

Procedures:

- The PPA works to promote the protection and welfare of the children and young people of Jersey by ensuring that all participating agencies and individuals involved in working with children have access to procedures that are consistent with nationally agreed best practice.
- The PPA will take account of local and national changes in the field of child protection and will periodically review, develop and update existing procedures, and develop new procedures, with the agreement or at the request of the JCPC.

Audit:

- In order to support best practice and service improvement the sub committee will undertake periodic audit of multi-agency child protection processes, and

report to the JCPC on outcomes. Audit outcomes may in turn indicate the need for procedural change or development.

Membership

- The PPA will comprise a Chairperson who will be a full member of the JCPC, a Vice Chairperson, plus representatives from professional agencies.
- Representatives will be drawn from a range of agencies, which will include:
 - Health and Social Services
 - Education, Sport and Culture
 - Family Nursing & Home Care
 - Police
 - Probation and After Care
 - The Third (Voluntary) Sector
- Representatives will not have to be members of the JCPC.
- Membership will comprise at least 5 members plus the Chair.
- The PPA may co-opt, as appropriate, additional members on a temporary basis in order to access specialist skills and knowledge which will assist in the formation of specific policies.

Terms of Reference

- The PPA will ensure that procedures reflect a consistent value base in regard to the principles of:
 - The paramount welfare of the child
 - Multi-agency working
 - Inter-agency partnership
 - Partnership with parents
 - Anti-discriminatory practice
 - Confidentiality and data protection
- The PPA will work within the agreed JCPC Information Sharing Protocol.
- The PPA will monitor service effectiveness for safeguarding children and young people, within an agreed quality assurance framework
- The PPA will agree and implement periodic audits on specific areas of service provision for children and young people

Roles & Responsibilities

Performance:

- The PPA will carry the responsibility, on behalf of the JCPC, for the continuous monitoring of the effectiveness of Child Protection strategies throughout the island, both in States of Jersey provided services, voluntary and private sector services for children and young people.
- The PPA will work with partner agencies to develop and agree a monitoring framework for effective service performance across safeguarding services for children and young people.

Procedures:

- The PPA will periodically review and update the Multi-Agency Child Protection procedures for Jersey, on behalf of the JCPC, and monitor the effectiveness of their implementation across services.
- All procedures, amendments and additions will be presented by the PPA to the JCPC for approval and ratification.
- PPA members will ensure that they are aware of any emerging procedural issues in their own agencies, and within the field of Child Protection generally, and bring them to the attention of the Sub Committee as appropriate; any identified gaps in procedures that need to be addressed will also be brought to the attention of the JCPC

Audit:.

- The PPA will, from time to time, undertake audit of child protection processes focussing upon compliance with the multi-agency procedures, quality of service, and views of service users. Areas for audit may be proposed by the JCPC, by members of the PPA or other sub-committees, or arise from case reviews.

Reporting:

- The PPA will provide regular reports to the JCPC, and provide input and information as requested by the JCPC.
- Information provided from the quality assurance measures will be reported regularly to the JCPC and will inform, and be incorporated within, the Chair's Annual Report.

- The PPA will liaise with other JCPC sub-committees as necessary, in particular with the Communications Sub Committee, in order to ensure the effective dissemination of any procedures it develops.

Administration

- Ensuring administrative support/note-taking will be the responsibility of the Chair, supported by the JCPC Officers..
- Meeting notes will be taken at each meeting. Notes will be circulated to each member with copies being retained and stored by the Chair.
- The Chair of the PPA will provide the JCPC with an oral or written report, and/or meeting notes of recent meetings as appropriate, at each of its meetings.