



Terms of Reference

Child Sexual Abuse Round Table with particular focus on Child Sexual Exploitation Children's Commissioner for Wales

Purpose

The overall purpose of the Child Sexual Abuse (CSA) Round Table meetings are for the Children's Commissioner for Wales (the Commissioner) to be updated on the work of Welsh Government, public bodies and identified voluntary organisations in preventing, recognising and responding to child sexual abuse. The group will have particular but not limited focus on children sexual exploitation which is form of sexual abuse.¹ This contributes to the Commissioner's wider work scrutinising the effectiveness of the upholding of children's rights in Wales.

The CSA Round Table will also act as an information exchange for the organisations that attend.

These meetings do not replace other forums in Wales, particularly those facilitated by Welsh Government.

Aims

- To assist the Commissioner with her scrutiny of the progress by Welsh Government and public bodies in preventing, recognising and responding to Child Sexual Abuse.
- To ensure that senior representatives from public bodies and voluntary sector providers are updated on policies, legislative changes and research evidence.
- To share positive practice developments with the aim of enabling good practice to be promptly disseminated across Wales.
- To enable members to alert the Commissioner to any concerns in this area.

¹ In July 2018 the Children's Commissioner for Wales and members of the Children's Commissioner for Wales Child Sexual Exploitation Roundtable agreed that the remit would be widened to CSA on the proviso that it continued to expressly consider child sexual exploitation (CSE). This change coincides with the development of the Welsh Government's National CSA Action plan in 2019 which proposes to include CSE and sexually harmful behaviour.

Membership

Chair: The Children’s Commissioner for Wales - Sally Holland.

In exceptional circumstances where the Commissioner is not able to attend, a member of her Senior Management Team may be nominated to chair on her behalf.

Membership list:

The table below provides a list of organisations who are members of the CSA Round Table. Each organisation is able to nominate one representative only who will attend on their behalf.

Organisation
The Children’s Commissioner for Wales (CCfW)
All Wales Heads of Children’s Services
All Wales Safeguarding Co-ordinations Group
All Wales School Liaison Core Programme
Barnardo’s Cymru
CSA Centre
Care Inspectorate Wales (CIW)
Dyfed Powys Police
Gwent Missing Children Project
Gwent Police
National Safeguarding Team: NHS Wales, Public Health Wales
NISB
North Wales Police
NSPCC
Office of the Dyfed Powys Police and Crime Commissioner
Office of the North Wales Police and Crime Commissioner
Office of the South Wales Police and Crime Commissioner
Safer Wales
South Wales Police
St Giles Trust
Welsh Government
Wels Local Government Association (WLGA)
YOT Managers Cymru – on behalf of YJB Cymru

This membership list is correct as of January 2019. An up to date record, including details of representatives, will be held electronically and securely by the Children’s Commissioner for Wales Office (CCfW Office), in accordance with relevant legislation including; the Data Protection Act 2018 and the General Data Protection Regulation.

Change of named representative

Organisations are responsible for updating the CCfW Office if representation at the CSA Round Table is formally going to be transferred to another named individual and provide their contact details. The electronic record will then be updated.

One off substitution of representation or apologies: Given the frequency of these meetings and the value of continuity, substitution should be avoided wherever possible. However it is recognised that given organisation and life circumstances this may not be possible. Where this arises the member organisation should identify an individual of suitable seniority and knowledge to attend. They should also notify the CCfW Office in advance of the substitution or send apologies. Notification a week before the meeting date should be aimed for.

Identification and agreement in respect of new members: Where an organisation or individual requests to permanently join the CSA Round Table.

- The request will be discussed at the meeting and a consensus of the views of the members present will be taken.
- The outcome of the discussion will be recorded in the minutes of the meeting.
- The CCfW Office will be responsible for notifying the organisation/individual of the outcome of the decision.

Welsh Language

The Commissioner and her office is not only required to adhere to relevant Welsh Language Standards but committed to promoting the use of Welsh Language. All current and future members will be asked for their preferred language choice and as a minimum will conform to its obligations under the Standards and relevant legislation. Members can notify the office of a change of preference at any time.

Meeting Arrangements– Including; Frequency, format and responsibilities

Frequency: The CSA Round Table will meet on a bi annual basis.

Where an event or matter arises which the Commissioner believes should trigger a temporary increase in frequency of these meetings there is nothing to prevent this course of action.

Venue: Meetings will usually be held at the CCfW Office with opportunity made available to participate remotely.

Agenda: The standard agenda items for the CSA Round Table:

- Minutes and actions from previous meeting
- Welsh Government update
- Discussion of written updates provided in advance by roundtable members
- Invited speakers (optional - with the view to share new evidence, expertise etc.)
- AOB

Members should be proactive in identifying agenda items that they believe would be beneficial to the meeting based on the Terms of Reference. This could include but is not limited to, presentations and dedicated discussions about research and best practice being undertaken by their organisation.

Requests to add an agenda item should be made no later than 2 weeks before the meeting. The chair has responsibility for considering all requests and the CCfW Office will confirm with the relevant member whether the item has been added.

The Chair is responsible for:

- Ensuring the necessary arrangements are in place to facilitate the CSA Round Table meetings
- Setting and approving meeting agendas
- Chairing roundtable meetings; ensuring they are conducted in an efficient, equitable, effective and focused manner
- Foster responsible decision-making in relation to the actions agreed
- Approving minutes of the meeting

All Members are responsible for:

- Committing to the arrangements made in this Terms of Reference
- Providing accurate written updates (in the agreed format) and any other information for example supporting papers or presentations no later than 2 weeks before the scheduled meeting date
- Attending and participating in roundtable meetings
- Sharing good practice appropriately across their organisations and wider network
- Reviewing the minutes for accuracy and raising any issues
- Taking forward the agreed actions – providing updates as necessary
- In between meetings – raising any significant issues with the chair which they believe is related to the TOR and work of this group
- Discussing with the relevant Children’s Commissioner Officer any needs that they have to ensure they are able to participate effectively in this meeting.

The Children’s Commissioner for Wales Office is responsible for:

- Providing a venue for the meeting and facilitate remote participation.
- Providing an officer/s to assist with the facilitation of these meetings
- Writing and circulating the minutes of the meeting – the aim will be to provide these within 4 weeks of the last meeting
- Circulating the meeting agenda and supporting papers – the aim will be to provide these no later than 1 week before the next round table meeting.

Accountability

Members are accountable to the Chair in respect of actions that have been identified and agreed to in these meetings.

Confidentiality

The written updates and minutes are distributed by the CCfW Office to all named participants.

The CCfW Office and the information it holds is subject to data protection legislation, including the Freedom of Information Act. This means that the information it holds, including the written updates and minutes from these meetings would be subject to release to a

member/s of the general public in accordance with the requirements of the relevant legislation.

Where examples involving children, young people and/or other members of the public are to be used in written updates or at the roundtable meeting to illustrate a particular issue this should be done in a way that does not reveal the identity of the person/s.

Where it is believe that a specific child or young person may need the support of the Commissioner's Information &Advice Service or there are safeguarding concerns this should discussed outside of the meeting with the Commissioner or relevant member of her team. At which point identifying information will be needed and relevant appropriate policies and procedures followed.

Review of the Terms of Reference

These terms of reference will be reviewed annually unless otherwise identified by the Commissioner or collectively by members.