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**Safer Young People (SYP) Context Meetings**

**Terms of Reference**

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| **1. Context** |
| Safer Young People Context Meetings have been developed as an operational response to providing multi-agency oversight of the young people, families and contexts associated with risk outside the home in Wiltshire. As part of our developing contextual safeguarding work, these meetings were initially known as Vulnerable Adolescent Risk Management Meetings (VARMMs) but have been renamed to better reflect our strengths based approach. |
| **2. Function and tasks** |
| The meetings aim to draw together professionals and agencies to ensure all appropriate intervention or support in relation to young people, contexts or locations, is being undertaken and there is a cohesive multi-agency response to addressing concerns and understanding context. The meetings are also intended to ensure sufficient management oversight on individual and group interventions, and monitor the effectiveness of interventions, support, outcomes and impact.This should not replace core meetings, CP/CIN or Support processes, but are designed to pull together the multi-agency network to develop context, location or group plans. SYP meetings do not replace strategy discussions and should a strategy/ complex discussion be required this should be held outside of the SYP context meeting structure.**Who should be referred to SYP Context Meetings?**All cases where there are risk outside the home concerns should be referred into SYP context meetings and discussed prior to the strategic issues/ patterns or themes going to SYP Partnership Group. Risk outside the home can include: * Child sexual exploitation
* Child criminal exploitation including County Lines
* Serious Youth Violence
* Intimate partner violence/ domestic abuse within young people’s relationships
* Peer on peer abuse (including harmful sexual behaviour, bullying and racial abuse
* Radicalisation (although pleas note this is referred into the Chanel Panel)
* Racial abuse
* Antisocial behaviour (ASB)

Where young people are already open to Families and Children’s Services new or existing contexts of concern, i.e. peer groups, neighbourhood, or specific locations should be referred to SYP context meetings in the first instance. Where young people are not open to Families and Children’s Services the young people or the contexts should always be referred to MASH in the first instance. Individual cases where young people are not clearly part of a peer group, location or other contexts of concern should also be referred to MASH in the first instance and appropriate professional meetings/ strategy discussions or existing safeguarding procedures should be put in place to address the individual safeguarding concerns as a priority.**SYP context meetings will take a systemic approach to:*** Identifying who is at risk of causing and/or experiencing harm;
* Identifying other young people likely to be involved;
* Identifying the contexts within which harm is occurring, including within peer groups, schools and neighbourhoods.
* Developing and overseeing interventions across these contexts with the intention of reducing harm.

**SYP context meetings will:*** Provide the opportunity to share information and analysis from relevant professionals in relation to individuals and contexts
* Agree co-ordinated interventions across relevant agencies to reduce risk for individuals or groups, and contexts/locations such as schools, neighbourhoods, and community spaces.
* Review cases and ensure that actions have been taken to reduce victimisation, identify perpetrators, disrupt (where appropriate), identify strengths and prevent further harm.
* Ensure that agreed actions are carried out in a timely manner
* Identify strategic issues arising from casework and raise these through the appropriate channels including to the SYP Partnership Group, SVPP, and Community Safety Partnership.
* Co-ordinate plans across groups and contexts.
* Capture and record National Referral Mechanism Referrals/progress
* Capture and record perpetrator/disruption activity
* SYP context meetings will not replace CP, CIN meetings or other professional meetings, but aim to provide support and information around contexts/multiple plans/group interventions which will feed into those other meetings and plans.

It is important that updates at SYP context meetings are kept concise and address the matters detailed above.**Process of referral into SYP Context Meetings**Referrals will be made via completion of the Risk Outside the Home (ROTH) form, which is available on the Liquid Logic case management system for Families and Children’s staff, or as a paper document for multi agency colleagues (available on the SVPP website here: )Completed ROTH forms will be reviewed at the ROTH and Missing Children panel, which sits weekly on a Tuesday. The panel will review information provided in the ROTH form and based on assessed need will recommend bringing the child/young person/ context to a locality based SYP Context Meeting. The threshold for an SYP context meeting must satisfy the following:* Are risk outside the home concerns associated to a context? (peer group/ physical location/ social space)
* Would a multi agency approach to managing risk and increasing safety add benefit to existing individual plans and interventions?

**Composition and coordination of meetings:**SYP Context meetings will be chaired by Young People’s Service Team Leaders or the Contextual Safeguarding Coordinator.Meetings will take place monthly, and will operate on a ‘pop up’ basis according to need. Each meeting will be area specific and loosely mimic Support and Safeguarding locality areas and boundaries (North, East, South, West 1 and West 2), Chairs will be identified as and when the need for a meeting arises.Professionals working with the child/ young person/ group will aim to tell them and their families (wherever possible) that due to concerns about their safety they are to be discussed at an SYP Context meeting with the intention of keeping them and others safe.SYP context meetings may cover a number of contexts or locations within its locality area, for example the South SYP could include Salisbury and Downton in the same meeting.Timeslots for each locality will be agreed depending upon referrals. Each timeslot will cover groups, contexts and spaces relevant to that locality area. Due to the transient nature of some young people and their peer groups, or the cross-area nature of exploitation it is acknowledged that some groups/ contexts may straddle locality slots or that slots are prioritised due to the specific levels of risk and concern. Each SYP will be organised and minuted by admin support. They will provide minutes of the discussions and agreed actions, agreed by the Chair prior to distribution. These will be sent out to all participants within 1 week of the SYP meeting. The expectation is that individual professionals need to ensure a record of the discussion relating to their young person is accurately recorded on their relevant case management system. Copies of the minutes in their entirety should NOT be saved onto individual case records unless they are redacted and only contain identifying factors relevant to the individual young person. Preferred practice is a case record which summarises the discussion and agreed actions in relation to the individual young person.The Chair will introduce the purpose of the meeting and direct attendees to the confidentiality and information sharing agreement. Any outstanding actions from the previous meeting will be highlighted and new actions/deadlines agreed as appropriate.Cases and groups will be presented by the referrer based on the completed ROTH form. They will be presented in a succinct and standardised way focussing upon the relevant facts and setting out the analysis of concern and contexts of harm.As each case is presented information available, including any mapping and relevant information from the referral, will be available for meeting attendees to refer to. Each discussion will need to include (where applicable):• Key safeguarding concerns• Peer group mapping – including positive associations • Locations and contexts of concern• Safety map • Relevant family issues and views of family members• Risk concerns• Intervention plans• Review dateThe young people’s experiences and their and their family’s views, along with any professionals’ assessment of risk should be shared by agencies during the meeting, including any information they might hold or can add which can inform risk, including ‘safety mapping’ showing perceived areas of concern as well as safe spacesShould a context be identified the meeting will explore developing a ‘context assessment’ and a ‘context plan’. The agency responsible for developing the assessment and plan will be made on a case by case basis. These will be monitored by the SYP and outcomes brought back to the meeting, alongside strategic issues being raised at SYP Partnership Group.On all cases the Chair will invite analysis and actions to formulate a plan to reduce perceived/identified risks/ concerns. The chair will agree specific and timed actions on each case, including who will update the young person and their family. They will also set a date for review and agree if the case remains for discussion at SYP.For cases being reviewed the meeting will review and assess the effectiveness and progress of actions, identify any learning regarding systems and agree new actions as needed.The meeting will also consider any children living with or related to those referred or discussed and identify whether any safeguarding measures are required.**Consideration of the need for a further SYP Context Meeting:**At each meeting the chair should consider before the meeting ends:• Are we then satisfied the plan has been successfully progressed, addressed and resolved as is reasonable?• Are we satisfied the original group contextual risks have sufficiently reduced?• Are we satisfied any ongoing plans are in place for the context/ locations/ young people identified? If no, the chair should agree next date.If yes, agree as a group SYP can be closed.**After the Meeting:**Minutes of the SYP will be distributed to attendees. Attendees are required to ensure these are inputted on their own case management systems. The expectation is that individual professionals need to ensure a record of the discussion relating to their young person is accurately recorded on their relevant case management system. Copies of the minutes in their entirety should NOT be saved onto individual case records unless they are redacted and only contain identifying factors relevant to the individual young person. Preferred practice is a case record which summarises the discussion and agreed actions in relation to the individual young person.Where possible attendees will also ‘flag’ those cases as having been discussed at the SYP indicating that this case/ location/context has been deemed a concern due to extra-familial harm within their own organisations.  **Information Sharing:**SYP context meetings discuss children and young people who have been identified at risk of experiencing extra familial harm. Information sharing about children, young people and adults can be based upon the legal authority of:* Children Act 1989
* Working together to Safeguard Children 2018
* Care Act 2014
* Data Protection Act 2018
* Human Rights Act 1998
* Crime and Disorder Act 1998
* General Data Protection Regulations (GDPR) 2018 Article 6 (1) (e)

Young people discussed at SYP should always be open cases to Wiltshire Families and Children’s Service, or in the process of being referred due to the level of concern. Therefore, Wiltshire Council information governance advise the discussions held at SYP level meet the threshold for the sharing of information for safeguarding or prevention of crime purposes. As such specific SYP discussions will not be shared with individual young people and their families, if it has been agreed that this has the potential to adversely impact safeguarding and prevention of crime outcomes which the SYP aims to achieve. SYP minutes will be circulated for information so that professionals attending can include a summary of concerns and any specific linked individuals of particular concern on a case file, but the minutes in entirety should not be saved onto the case management system until the correct adaptations have been made to systems to manage the information effectively. It is the duty of referring agencies and core members to store and communicate information relating to SYP’s safely and securely.Discussions and information sharing should focus upon relevant information and a clear distinction should be made between fact and professional opinion. Information related to actual or suspected perpetrators of extra-familial harm will be shared and reported to the police.Cases discussed at the panel are confidential and the minutes should not be passed onto any agency or individual without the agreement of the chair, with exceptions as set out by General Data Protection Regulations. Core members can convey summaries of discussions and outcomes as needed with other partner agencies to promote public safety and/ of the targeting/disruption/ apprehension of perpetrators. **Observers**SYP Context Meetings are generally only attended by those with a contribution to make to the cases being discussed. Observers will be limited to two per meeting and must be from member organisations of external bodies whose attendance is agreed by the chairs. Observers will also sign the confidentiality agreement.**Role of Representatives** In addition to representing their agencies attendees of SYP context meetings will also promote good practice within their agencies around extra-familial risk, update colleagues around any changes, address any issues around the quality of their agencies referral or processes and support their colleagues through the SYP process.**Resolution and escalation** The chair will seek to discuss informally any issues with agency representative where this is proportionate. The chair will raise with an appropriate senior manager if actions are not being followed up, if agency representatives are not providing the appropriate level of engagement or if there are concerns relating to practice.  |
| **3. Membership** |
| **The SYP Context Meeting membership will include (relevant to the location/ group/ context):**• Team leader/ CS Coordinator (chair)• Social Workers/ Family Keyworkers/ Young People Support Workers• YOT Officers/ Youth Justice Workers• Local Community Policing Team representatives• School/ college/ alternative education providers/representatives• Child Exploitation Analyst• Missing Co-ordinators (Local Authority and/or Police staff)• Motiv8• CAMHS• Health providers**Other individuals may be invited as appropriate to the group or location such as:**• Community group members• Specific community individuals (e.g: Community Engagement Managers, Local Area Co-ordinators, Park keepers, Retail representatives, GP’s, Housing, Fast food outlets/representatives).• Voluntary Organisations• Probation• Any other individuals considered relevant. **Members are required to:**• Check their agencies records in advance of the SYP context meeting on all cases• Drive action within their agencies and in partnership with others to reduce the risks where possible in advance of the SYP context meeting.• Attend meetings and stay for the discussion on all cases in that locality discussion (this is particularly important for understanding groups/ locations and developing group/locality plans).• Provide an update on their agency’s involvement on all cases• Send a deputy when not able to attend• Agree new actions and follow up existing actions on behalf of their agency• Update the admin support regarding the progress of actions• Ensure relevant client files on their agency’s systems show minutes of case discussion and flag that they have been discussed at the SYP context meeting.• Ensure they are respectful of the individual and personal nature of the discussionsInvites will include a confidentiality statement which makes clear that accepting the invite indicates agreement to abide by this. |
| **4. Governance and support** |
| **Governance:**The Safer Young People Partnership Group meets bi-monthly and comprises of senior managers from relevant agencies. SYP Context meetings will report into the SYP Partnership Group which in turn reports to the SVPP and the Community Safety Partnership.**Self Assessment and Quality Assurance:**An annual self assessment of SYP Context Meetings and SYP Partnership Group will take place, which enables all participants to reflect on what is working well and what needs to improve, as well as identify actions for agencies to achieve positive change. |