**Terms of Reference for Hospital Safeguarding Children Pre Birth Liaison Group**

1.1

**Purpose**

The Wirral Pre Birth Liaison Group is a pathway to share information with consent and knowledge of the client in order to develop a coordinated plan to safeguard children and unborn babies. The main purpose of the Group is to obtain multiagency information and develop a support plan for the unborn baby.

1.2 The threshold and criteria for a referral to this meeting is women who are known to services, for reasons such as safeguarding, mental health issues, substance misuse and also those who disclose any form of domestic abuse

Referrals should be made to the meeting at 12 weeks when pregnancy is confirmed, **however if at booking significant concerns are highlighted/raised immediate referral should be made to avoid any delay**

**Accountability Terms of Reference**

The WPBLFG agency representatives are accountable to their own agency line manager.

1.3

**Specific Requirements**

Wirral University Teaching Hospital

**Chair of the meeting will be the Named Midwife for Safeguarding the Unborn or the Safeguarding Practitioner for Children and the Unborn**

**Co-chairs from Early Help and Children’s Services will be present to ensure cases are discussed and an agreement around threshold is applied and the correct services are offered to the family at the right time.**

**The chair and co-chairs**

Will be responsible for ensuring action points are reviewed at each meeting and agencies are held to account that any actions are not completed.

To escalate to line managers if the terms of reference are not being adhered to.

**WUTH Administrator**

To be the focal point for information gathering for the agenda of the liaison meeting and feedback on actions agreed at previous meetings.

All agencies to submit case for discussion to the administrator no later than one week prior to the meeting.

To send out agenda at least three working days prior to the meeting.

To send out minutes of the meeting within one week following the meeting being held.

**Midwifery Team Leader**

**The meeting will agree timescales regarding actions and feedback on individual cases, in normal circumstances this would be within 5 days of the meeting unless specified by the meeting/chair**

Midwifery team leaders to ensure a copy of the consultation notes on the women is filed in the individual patient’s maternity ghost notes within a week of receiving the notes of discussions.

To ensure the individuals being discussed are aware that they are being discussed at a multiagency meeting in order to get a plan of care in order to safeguard children or an unborn.

Feed back to individuals following the meeting, at the earliest opportunity in order for them to be aware of the agreed plan.

To ensure all actions required by the midwife are completed in timescale and any delays are communicated early to multiagency colleagues.

Partner agencies

Partner agencies to obtain a secure email facility for the electronic transfer of information or alternatively use password protected emails.

To act as a focal point for referrals by their agency ensuring a minimum dataset is submitted if referring a case to go on the agenda. (see dataset – end of TOR).

To send the main representative or a suitable alternatively briefed representative from their agency to the meeting.

To ensure that any outstanding actions for their agency are followed up.

Other attendees

(For example probation workers, family support workers, WUTH Substance Misuse Team Member)

To contact the named midwife via the safeguarding administrator to request a case for referral to the meeting.

Will attend on a time slot basis to discuss their individual cases.

**1.4 Membership**

|  |  |  |
| --- | --- | --- |
| **Agency** | **Main representative** | **Alternative Representative** |
| WUTH | Michelle Beals Shaw | Nicky Denton |
| 0-19 Years Team | Jo Chwalko | Emma Richards |
| MASH | Deborah Prescott | Jo Whitby |
| Wirral Safeguarding Unit  | Bev Hurst  | Rebecca Hardy  |
| Early Childhood Services | Carol Fenlon | Sue Kenyon |
| Early Help Services | Jane Eagan | Amy Sellers |
| Teenage Pregnancy Midwife | Camilla Davies |  |
| Midwifery Team Coordinators | Jemma JonesAnne WheeldonRose Bellamy | Team Midwife |
| Perinatal Mental Health Midwife | Hannah Horne | Helen Smith |
| 1to1 Midwifery Service | Moira Ferguson | Katie Wainwright |
| Safeguarding Clinical Nurse Specialist | Jill Cooper | Kerry Lonergan |
| Children’s Service  | Sian Hudson  |  |
| Family Nurse Partnership  | Jayne Price  |  |

**1.5** **Frequency of meetings**

Monthly, Thursday, at 9.30 am – 11.30 am. The venue will be confirmed prior to each meeting.

**1.6 Quorum**

The minimum number of attendees required for a valid meeting of the group is three agencies. Main representatives will advise if they are not able to attend and arrange for a suitable alternative.

**1.7 Review**

The terms of reference will be reviewed by the agency representatives of the group on an annual basis. Any changes necessary will be approved by the agency representatives.

**1.8 Managing Effectiveness**

The WPBLG will have formal notes and these will be circulated to the main representatives.

Each agency is responsible for ensuring the information is available within their organisation and stored securely.

Any agreed actions should be completed in the agreed timescale or reported to the Chair via the WUTH Administrator.

**Dataset**

Referrer’s name

Client/woman’s full name, date of birth, address

Partner’s name, date of birth, address

Children’s names and date of birth

Reason for referral to meeting

Client/woman aware of what is being placed on the agenda

Terms of Reference Agreement

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Signatories on behalf of the relevant organisation** | **Signature** | **Date** |
| WUTH | Sue Fogarty |  |  |
| 0-19 Team – NHS Wirral | Jo Chwalko |  |  |
| MASH | Debbie Prescott |  |  |
| Early Help Services | Jane Egan/Amy Sellers |  |  |
| Early Childhood Services | Carol Fenlon/Sue Kenyon |  |  |
| 1to1 Midwifery Service | Moira Ferguson |  |  |

Wirral safeguarding Unit to provide a representative to sit on the panel and ensure that the meeting is functional and applying threshold, to its decision making

In the months of January 2018 and February 2018, 4 cases from each month will be tracked by the multi-agency team facilitated by Wirral safeguarding unit representatives of this group will be

|  |  |
| --- | --- |
| Safeguarding Unit  | Bev Hurst  |
| Safeguarding Midwife  | Sue Fogarty  |
| Earl Help  | Amy Sellers |
| Children’s Services  | Sian Hudson  |
| Mash Representative  | Debbie Prescott  |
| FNP representative  | Jane Price |
| Early Childhood services | Sue Kenyon |

The purpose of the tracking will be to audit interventions provided and ensure we have a seamless service which is providing quality intervention at the right level to improve the outcome for unborn babies and their families.