

**LSCB/SAB/BF Joint Strategic
Safeguarding Children and
Vulnerable Adults and Trafficking
Sub-Committee (JSSAT)**

Terms of Reference

July 2017

Purpose

- To provide scrutiny and overview of the safeguarding arrangements for children, young people and vulnerable adults arriving at Heathrow.
- To oversee the performance of relevant agencies and to advise the Hillingdon LSCB and Safeguarding Adult Board (SAB) of any shortfall or major risks in respect of children, young people and vulnerable adults arriving at Heathrow.
- The JSSAT is a sub-committee of the Hillingdon LSCB and SAB and will report back to the main Operational Board on its activities and outcomes.

Objectives and activities

- To oversee the operational work group that operates between Heathrow and the London Borough of Hillingdon Children's Services. The group meets fortnightly and will provide a highlight report to the JSSAT on its main activities, risks, concerns, challenges and successes.
- To agree and then monitor a data set of performance figures that will inform the Board of the effectiveness of the safeguarding of children, young people and vulnerable adults arriving at, and moving on from Heathrow. This will be reported through Border Force membership of the Performance & Quality sub-committee.
- To identify best practice in safeguarding both children, young people and vulnerable adults arriving at, and moving on from Heathrow and the relationship between Border Force and the London Borough of Hillingdon.
- To identify and monitor identified risks to the safeguarding of children, young people and vulnerable adults and ensure that these are mitigated/managed.
- To ensure that relevant policies and guidance are up to date and properly disseminated. NB: this will be a mixture of policies from Border Force, London Borough of Hillingdon and Pan-London Procedures. National guidance will also be relevant.

Membership

- Safeguarding leads from Heathrow to ensure that all terminals are covered.
- Hillingdon Children's Services, at strategic level to ensure coverage of all aspects.
- Hillingdon Adult's Services
- CNWL, Adult Mental Health Services
- NHS Clinical Commissioning Group
- Border Force Intelligence
- Harmondsworth Detention Centre
- CSE Prevention Manager
- The Children's Society
- Heathrow Travel Care
- ECPAT
- Hillingdon LSCB
- Hillingdon SAB

Governance

The JSSAT is a sub-committee of the Hillingdon LSCB. **It will be chaired by the Assistant Director, Border Force.** Minutes with actions and outcomes will be recorded by the Hillingdon LSCB Co-ordinator. A quarterly highlight report will be presented to the Board.

Action	Lead	Expected Outcome	Target Date	Progress
Shadowing to take place, agreed people from BF to shadow LBH staff and vice versa.	Annette Thomas/Lynn O'Higgins	Staff in each organisation to be familiar with the work place, culture and working practices of the other.	Rolling programme	Agreement in place; names and dates to be arranged. To include adult services.
Case audit to be arranged to ensure compliance of respective procedures of LBH and Heathrow.	Annette Thomas/Andrea Nixon/P&Q Sub-Committee	Hillingdon LSCB/BF JSSAT to be assured that respective practices keep children and young people safe.	April 2017	Border Force to be represented at P&Q Sub-Committee for children and adults. Case audit to be agreed regarding child's journey from landing through to social care involvement.
Heathrow to report on the safeguarding training undertaken by each SAT officer, what training, to what level and total % of SAT staff trained.	Annette Thomas	Hillingdon LSCB/BF JSSAT to be assured that sufficient staff are trained to an appropriate level.	December 2016	
To map the processes that should be followed when an adult has been landed at Heathrow and there are concerns surrounding their mental health.	Steven Taylor/Gail Golbourne/Andrea Nixon	Processes are clear to officers at Heathrow, and are followed when an adult presents with expected mental health concerns and the correct agencies are notified.	April 2017	Task and finish group to initially map what services are available and the referral route.
To understand the risks to minors travelling on a 'Third Country Unit' visa when it is not known what safeguarding checks have been made on the sponsors meeting them.	Sue Fletcher/Sonia Evans	It is clear that all the relevant checks have taken place and that the sponsors are acting in the best interest of the minors coming into their care.	April 2017	