

Glossary of Terms

The following definitions are offered to help make sense of common terms and phrases within the safeguarding arena

Term	Definition
Acute Trust	A NHS body that provides medical and surgical services from one or more hospitals.
Area Group	A Subgroup of the Local Safeguarding Children Board (LSCB) tasked with promoting and auditing safeguarding children activity in a geographical area of the LSCB.
Audit Commission	An independent public body responsible for ensuring that public money is well spent in the areas of local government, housing, health, criminal justice and fire and rescue services. www.audit-commission.gov.uk
Bullying	Bullying is <ul style="list-style-type: none"> - deliberately hurtful (including aggression) - repeated often, over a period of time - difficult for the victim to defend themselves against - a 'systematic abuse of power'.
Charitable trust	A trust organised to serve private or public charitable purposes. Charitable trusts are usually non-profit organisations.
Child abuse and neglect	<p>'Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by an adult or adults or another child or children' (from Working Together to Safeguard Children – draft for consultation; HM Government 2005).</p> <ul style="list-style-type: none"> • Physical abuse e.g. hitting, shaking, throwing, poisoning, burning • Sexual abuse e.g. inappropriate physical contact and non-contact activities (e.g. exposure to pornography) • Emotional abuse e.g. excessively criticising, withholding love • Neglect e.g. persistent failure to provide for physical needs
Child Death Review procedures	Function of LSCBs from April 2008. Requires involved professionals, working together in a co-ordinated way, to review all child deaths in their area. Unexpected child deaths will undergo a more intensive review process. The findings to be used to inform strategic planning to safeguard and promote the welfare of children.
The Children and Family Court Advisory and Support Service	CAFCASS is an independent national organisation. It exists to safeguard and promote the welfare of the child in court proceedings, to give advice to the court and to provide information, advice and support for children and their families. www.cafcass.gov.uk

Children and Young People's Strategic Partnerships	Partnership of principle agencies working with children and young people to co-ordinate activities and resources and commission services, which safeguard and promote their welfare.
Child Protection	Process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
Child Protection Conference	Meeting of family members, the child (where appropriate) and those professionals most involved with the child and family, following investigations into concerns about a child's welfare. The meeting considers all information about a child and the likelihood that they are suffering, or are likely to suffer, significant harm. If issues of significant harm exist then their name may be placed on the Child Protection Register in which case they will be subject to a Child Protection Plan.
Children and Young People	Children and young people from birth to 19 years of age, those over 19 years who are receiving services as care leavers under specific sections of the Children Act 1989, and those between 19 and 25 years with learning difficulties as defined in the Learning and Skills Act 2000 and who are receiving services under that Act.
Children and Young People's Plan (CYPP)	A single, strategic, overarching plan for local services for children and young people. It is the responsibility of each Local Authority (except those with 'three stars' who have a choice) to draw up the local CYPP. www.everychildmatters.gov.uk/strategy/planningandcommissioning/cypp
Children with Disabilities subgroup	A subgroup of the LSCB, tasked to address the needs of children with complex health and development difficulties for whom some form of safeguarding becomes an issue.
Children's Services Authority (CSA)	A council with education and social care responsibilities. CSAs must appoint a Director of Children's Services to fulfil these obligations and must also designate one of their elected members as Lead Member for Children's Services.
Children's Trust	The term is used loosely to define local arrangements for commissioning integrated services and pooling budgets where it makes sense to do so. Children's Trust arrangements are locally determined and may be conducted through a children and young people's strategic partnership, through a more formal trust arrangement or for example, through a joint commissioning unit. www.everychildmatters.gov.uk/strategy/childrenstrustpathfinders
Commission for Social Care Inspection	Independent inspectorate for all social care services in England. www.csci.org.uk
Commissioning	Establishing 'an overall picture of children's needs within an area, and developing provision through public, private, voluntary and community providers to respond to those needs' (Every Child Matters).
Common Assessment Framework (CAF)	The CAF is a standardised approach to assessing a child's need for services. It has been designed for practitioners in all agencies to help them to communicate and work together more effectively with the aim of identifying and addressing problems before they become serious. www.everychildmatters.gov.uk/deliveringservices/caf
Comprehensive Performance Assessment	The Audit Commission introduced CPA in 2002. It measures how well councils are delivering services for local people and communities. www.auditcommission.gov.uk/cpa

Criminal Records Bureau (CRB)	An executive agency of the Home Office which vets applications for people who apply to work with children and vulnerable adults. The CRB checks information about criminal records and Police intelligence.
Director of Children's Services	Appointed by the CSA. The Director of Children's Services should be at chief officer level and has the statutory duties previously discharged by the Chief Education Officer and the Director of Social Services.
Disclosure of abuse	When a young person informs another person that they have been/are being abused or that someone else has been abused.
Domestic violence /domestic abuse	Domestic violence is perpetrated by adults on their current or recent partner. It includes threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. Evidence exists that children can suffer long term damage from living in a household where domestic violence takes place. Exposure to domestic violence is now included in the definition of harm.
Duty of care	General duty on all those working with children to share some degree of responsibility for promoting their welfare and acting to protect them.
Duty to co-operate	Section 10 of the Children Act 2004 specifies those agencies who have a duty to cooperate with the Children's Services Authority. The CSA has a duty to make arrangements to promote such co-operation this is often through the strategic partnership for children and young people.
Duty to safeguard and promote welfare	section 11 of the Children Act 2004 sets out the duty of named agencies to safeguard and promote the welfare of children and young people
Every Child Matters	Government guidance which sets out the national framework for local change programmes to build services around the needs of children and young people to maximise opportunity and minimise risk. www.everychildmatters.gov.uk
Family Group Conferences (FGCs)	A forum for using family members to develop the plan for a child's future. FGCs do not replace Child Protection Conferences , and are most often used where a child is in need of support and services.
Forced marriage	A marriage conducted without the full consent of both partners and where duress is a factor. www.adss.org.uk/publications/guidance/marriage.pdf
Governance	The act, process, or power of governing; government
Grooming - Targeting	Words used to describe the way perpetrators of sexual abuse select and establish a relationship of trust with a child or young person which they then manipulate to exercise power over the victim (and their family, organisation or professional setting).
Information Sharing	The sharing of information between agencies and professionals in the best interests of the child. Effective local arrangements should be in place to ensure all agencies understand their responsibilities and the limits of confidentiality.
Joint Area Reviews	The Children Act 2004 requires Joint Area Reviews to be conducted at the request of the Secretary of State for Education and Skills in accordance with arrangements made by the Chief Inspector of Schools. A review must be conducted by two or more of the designated inspectorates or commissions. www.ofsted.gov.uk/publications/index.cfm

Lead Member for Children's Services	<p>Appointed by the CSA, the Lead Member is a councillor with a responsibility to lead Children's Services and will:</p> <ul style="list-style-type: none"> • have political accountability for the local authority children's services • provide leadership within and beyond the local authority to improve children's services • with the Director of Children's Services, maintain a particular focus on safeguarding and promoting the welfare of children across all agencies.
Lead officer	A designated lead on a specific area within an agency
List 99	Contains the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or on medical grounds (these are listed separately). List 99 is a sensitive and confidential document. Access is strictly limited to those responsible for checking the suitability of applicants e.g., the CRB. Not all those on the list are perceived to be a danger to children.
Local Safeguarding Children's Boards (LSCBs)	A statutory agency created by the Children Act 2004 and operational from 01.04.06. The LSCB is the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do.
Local Strategic Partnership	A single non-statutory, multi-agency body which aims to bring together, at a local level the public, private, voluntary and community sectors.
Looked after children	Children who are cared for by the Local Authority, either through a legal order or voluntary agreement with the parents.
Looked after children subgroup	A subgroup of the Local Safeguarding Children Board (LSCB) tasked to promote interagency work to ensure safe care for children who are looked after and living away from home, under the Children Act, Educational Provision, Health Provision, Justice Provision or otherwise.
Multi Agency Public Protection Arrangements (MAPPA)	Local panels which bring together police, probation, social services and other agencies to monitor violent and sex offenders in the community once they are released from prison. www.dfes.gov.uk/childrenandfamilies
Multi-agency training	The process of joint training of staff from various agencies. The aim is to ensure that staff across the agencies have a common understanding of safeguarding issues. This also promotes the establishment networks between professionals
Parents and carers	Includes anyone with parental responsibility or who undertakes day-to-day care for a child. It may include step-parents, grandparents or other members of the family (including siblings), foster carers, residential staff.
Partner agencies	In the context of the Children Act 2004 this refers to all the agencies engaged in a partnership with the local authority to ensure children are safeguarded and their welfare promoted.
Protection of Children Act (PoCA)	A database of people who are deemed to be unsuitable to work with children. Made statute by the Protection of Children Act 1999 and revised in September 2005.

Police Protection	The Police have powers under the Children Act 1989 to remove a child, in an emergency, into Police protection.
Primary Care Trusts (PCTs)	Primary Care Trusts are responsible for assessing the healthcare needs of the communities they serve and for meeting those needs directly by delivering community health services. They may make arrangements for these needs to be met by other parts of the NHS. PCTs are also responsible for improving the health of local populations.
Quality Assurance (QA) subgroup	A subgroup of the Local Safeguarding Children Board (LSCB) tasked with monitoring the implementation of LSCB procedures and protocols, auditing and evaluating how local services, policies and procedures work together to protect children, ensuring that recommendations from all case reviews commissioned by the Serious Case Review Panel (SCRCP) are implemented and incorporated into practice, and reviewing individual cases that are commissioned by the Serious Case Review Panel.
Recruitment and vetting	Seeking staff and volunteers and having clear procedures for checking that they are safe to employ in the organisation.
Risk Assessment	The process of assessing whether or not a person or situation may present a risk to the welfare of a child or young person
Safeguarding and promoting the welfare of children	'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.' (Chapter 3, Working Together to Safeguard Children HM Government 2006).
Serious Case Review	ACPCs/LSCBs are mandated to hold reviews of practice in cases when a child dies, and abuse or neglect are known or suspected to be a factor in the death. They must also consider reviews where a child sustains a potentially life threatening injury or serious and permanent impairment of health and development or has been subjected to particularly serious sexual abuse; and the case gives rise to concerns about inter-agency working to protect children.
Serious Case Review Panel	A subgroup of the Local Safeguarding Children Board (LSCB) tasked with holding reviews of practice in cases when a child dies, and abuse or neglect are known or suspected to be a factor in the death, or in other cases as listed above in the section 'Serious Case Review'.
Sexual Exploitation	The use of children by adults for sexual and commercial purposes. For example, through prostitution and pornography.
Sexually harmful behaviour	This refers to a child or young person displaying behaviour that is sexually harmful towards another child or young person.
Significant harm	Introduced in the Children Act 1989, as the threshold that justifies compulsory intervention in family life in the best interests of the child.
Staff, volunteers, workers	Anyone in paid or unpaid work who provides services / activities on behalf of the organisation. This may include coaches, course instructors and leaders.
Training Subgroup	A subgroup of the Local Safeguarding Children Board (LSCB) which is tasked with providing a strategic overview of the planning, delivery and evaluation of the inter-agency training that is required in order to promote effective practice to safeguard children.

Voluntary and community organisations (VCOs)	Non-statutory organisations. There are around half a million voluntary and community organisations in the UK. These range from small, local community groups to large, established, national and international organisations. Some have no income at all and rely on the efforts of volunteers; others are, in effect, medium-sized businesses run by paid professional staff.
Vulnerable children	children who are particularly vulnerable to abuse, including: <ul style="list-style-type: none"> • Children living away from home in various settings and including missing children and migrant children • Children with a disability • Children of drug misusing parents • Children who are bullied or subject to racism • Children involved in pornography and the internet.
'Working Together To Safeguard Children'	Statutory guidance on how organisations and individuals should interact in order to safeguard and promote the welfare of children.
Youth Offending Teams	Multi-agency teams responsible for the supervision of children and young people who have committed offences or are likely to offend.