# TERMS OF REFERENCE

1. **Title**

Prebirth GIRFEC group

1. **Reports to**

Ayrshire GIRFEC group> Infant, Children and Young People Programme Board.

1. **Group Objective**

The group serves as a forum for identification of support in response to wellbeing concern in pregnancy, to mitigate risk and optimise outcomes for families underpinned by the principles of GIRFEC.

1. **Roles and Responsibilities of Group**

Each group member has a role in the recognition and response to wellbeing concern for unborn babies, within their scope of practice. In line with national guidance, the aim is to ensure that any decision-making is informed by assessment and support work begun as early as possible; and geared to the mother’s and baby’s specific needs, in the context of their family situation ordinarily at around 12 weeks gestation or initial scan.

1. **Membership**

Group members will comprise social work, health and early years representatives namely social work team lead/ service manager, safeguarding midwife and health visiting team lead. Additionally, where proportionate and relevant, other professionals may be considered non-core members e.g. family nurse partnership.

Group membership will be recorded on the parallel membership log.

Where members are unable to attend a meeting, an effort should be made to nominate a deputy to attend on their behalf. Should members leave or change roles within their organisations/services, a replacement should be nominated by the agency they represent.

The following members need not attend meetings but will receive copies of all papers:

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| **Name:** | **Job Titles:** | **Organisation/ Division:** |
| Siobhan Reid | Senior Charge Midwife for Safeguarding | NHS Ayrshire and Arran |

1. **Chair**

Chairperson responsibility will be fulfilled by Safeguarding midwives.

1. **Decision Making**

Decision making of the group centres around consideration of relevant and appropriate supports to offer the family and whether a team with the family approach is recommended. The group should use the multi-agency chronology Ayrshare when a multi-agency approach is recommended.

1. **Meetings**

The group will meet every two weeks via MS Teams.

* The safeguarding midwifery team will schedule meetings and distribute request for assistance forms (RFA) for discussion.

1. **Papers**

* Agenda of cases and RFA forms will be sent to group members 4 working days in advance of the meetings.
* Items of urgent business arising after this time will be accommodated with the agreement of the group.
* A minute of the meeting will be issued to members not later than 5 working days following meeting.

1. **Ongoing Maintenance**

The group terms of reference and membership log will be available on the Ayrshire GIRFEC website and will be reviewed annually.

**Confidentiality**

Service user confidentiality must be always maintained, in line with General Data Protection Regulation incorporated in [The Data Protection Act 2018](https://www.gov.uk/data-protection), [the National Guidance for Child Protection in Scotland 2021](https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/documents/) and [Getting it right for every child (GIRFEC) Practice Guidance 4 - Information sharing](https://www.gov.scot/publications/getting-right-child-girfec-practice-guidance-4-information-sharing/). Papers should not be circulated out with the group.

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| Terms of Reference Agreed: | NHS AA Safeguarding Midwifery:  East Ayrshire SW:  East Ayrshire EY:  South Ayrshire HSCP:  South Ayrshire EY:  North Ayrshire HSCP:  North Ayrshire EY  Family Nurse Partnership: |
| Date: |  |