

## Female Genital Mutilation (FGM) Delivery and Safeguarding Children Partnership Terms of Reference



### 1 Introduction

FGM is a form of Child Abuse and is against the law. It is everybody's duty to report safeguarding information to social care and the police so women and girls can be protected. We all need to work together to share intelligence to reduce the risk of this form of abuse continuing. Our aim is to prevent FGM but we also need to be vigilant to cases where FGM has happened and the risks to other family members

The Female Genital Mutilation (FGM) Delivery and Safeguarding Partnership is a group of statutory agencies, voluntary groups, charities and members of Bristol's local communities working together with the common goal of stopping FGM.

This group reports to the Bristol Safeguarding Children Board (BSCB) and the Bristol Domestic and Sexual Abuse Strategy Group coordinated by Safer Bristol Partnership.

#### Purpose

- To provide a Bristol-wide, multi-agency response to Female Genital Mutilation that aligns with national policy and local need
- To ensure multi-agency co-ordination of all work relating to FGM in Bristol
- To ensure that all work relating to FGM is communicated to and linked with the Bristol Safeguarding Children Board and the Bristol Domestic and Sexual Abuse Strategy Group
- To raise the profile of the FGM Delivery and Safeguarding Partnership and partner agencies' work

#### Objectives:

- To review and support the development and provision of all local work around FGM
- Work with and empower people from affected communities including women, young people, men and people of influence within the communities
- To support and work with all activities which aim to either prevent FGM and/or support those who have already undergone FGM
- To raise awareness of the health implications of FGM amongst professionals and the public.

- To raise awareness of the illegality of FGM amongst professionals and the public.
- To develop and revise guidelines and training for professionals relating to FGM in line with local and national guidance and legislation.
- To identify gaps in agencies' knowledge.
- To encourage detection and referrals and multi-agency sharing of information related to FGM.
- To coordinate the annual FGM summer campaign and the FGM Zero tolerance campaign in February
- To share local learning and expertise further afield.
- To provide an annual report to the Bristol Safeguarding Children and Adult Boards and the Bristol Domestic and Sexual Abuse Strategy Group on activity around FGM.

## 2 Membership

Core Members of this group are:

- Refugee Women of Bristol/ FORWARD
- EMPOWER Bristol
- Integrate Bristol
- Public Health
- Police
- Bristol Clinical Commissioning Group
- Safeguarding Schools advisory team
- Social Care senior leadership
- Midwifery leads
- Police and Crime Commissioners Office

Membership of the Group is open to all individuals and organisations involved with work against FGM or from affected communities.

These terms of reference will be reviewed every two year at the autumn meeting and need to be adhered to by all those wishing to be part of the Partnership.

All organisations and individuals involved in the work will be expected to agree to these Terms of Reference and declaration against FGM annually via email and failure to agree or stay in contact with the Partnership will result in removal from the contact list.

Members are expected to:

- Maintain respectful relations both with other individuals involved in the work and partner organisations
- To work without prejudice with all people involved in the FGM agenda
- Handle any information with the appropriate level of sensitivity
- To promote the Partnership, The Bristol Model and the collective nature of the work and of all partner agencies at all opportunities
- To identify knowledge gaps within their organisations and support multi-agency work to reduce these gaps
- To ensure all opportunities for media communication or action are shared with the Partnership in advance

- To support in the forward planning and co-ordination of FGM work across Bristol
- To attend quarterly meetings

### **3 Administration**

The meetings are chaired by Anne Farmer Areas Services Manager Childre and Family Services Bristol City Council [anne.farmer@brsitol.gov.uk](mailto:anne.farmer@brsitol.gov.uk) There is a community advocate who co-chairs the meetings; Azza Mustafa refugee Woman of Bristol

The safeguarding Section of the agenda is chaired by DCI Leanne Pook regional and force lead in Avon and Somerset Police for FGM.

The meetings are minuted with project support provided by the Administration and Business Support Team, in Bristol City Council.

- A request for agenda items will be made by the chair 4 weeks before the meeting
- The agenda will be sent out 7 days before the meeting
- Any papers or reports for the meeting needs to be with the chair 7 days before the meeting or the group presenting the paper will need to bring copies for all those attending. (One copy per group Approx. 24 copies)
- There will be a dedicated section on the agenda for safeguarding children's work and update
- The minutes will be sent out within 2 weeks of the date of the meeting
- All organisations and sectors of the work will be expected to attend meetings or send representation in order to be kept as part of the Partnership
- Failure to stay in contact with the partnership will lead to removal from the contact list
- The Terms of Reference will be reviewed every 2 years

### **4 Quoracy**

For meetings to be Quorate there must be attendance from at least 3 different agencies/ organisations or groups.

### **5 Frequency of meetings**

All meetings will be 2 hours long and they will be held quarterly with dates organised at the beginning of each year. Meetings will be arranged with two per year starting after standard school time to allow those working in education and young people to attend. Two meetings per year will held be in the morning to allow those with young children to attend.

The venue for the meetings will be in a central location

### **6 Meeting conduct**

- Attend meetings or send an appropriate deputy
- Read meeting documents and prepare to share information and engage in discussions during the meeting
- Feedback to their own organisation as appropriate

- Undertake any actions they have agreed to take responsibility for
- To inform the chair of attendance at meetings or send apologies in advance

## **7 Remit and Responsibilities**

- Attend meetings or send an appropriate deputy
- Read meeting documents and prepare to share information and engage in discussions during the meeting
- Feedback to their own organisation as appropriate
- Undertake any actions they have agreed to take responsibility for
- To inform the chair of attendance at meetings or send apologies in advance

## **8 Reporting Requirements**

We report annually to the Bristol safeguarding Children Board (BSCB), Bristol safeguarding Adults Board (BSAB) and the Safer Partnership Domestic Violence and Abuse group

## **9 Review of Terms of Reference**

July 2018

**Anne Farmer Bristol City Council**  
**Azza Mustafa Refugee Woman of Bristol**

## **THE DECLARATION**

We, the signatories, recognise that:

- Female Genital Mutilation, in all its types, is a grave violation of the rights of girls and women.
- Female Genital Mutilation is child abuse and a violation of a child's bodily integrity as well as their right to health.
- Female Genital Mutilation can have serious consequences for a woman's health and in some instances can lead to death.
- Female Genital Mutilation is not a religious requirement. Causing harm and distress is not condoned by our faith.