

RCH Vulnerable Children's Committee – Terms of Reference August 2013

Purpose

The purpose of the RCH Vulnerable Children's Committee is to provide a forum across RCH to discuss issues relating to the identification and care of vulnerable children and young people by RCH staff.

"Children and young people are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long term development and wellbeing is limited"¹

Role

The tasks of the group may include:

- Review, develop and oversee the implementation of RCH vulnerable children and young people policy and procedural guidelines.
- Implementation and monitoring of RCH Memorandum of Understanding with Child Protection
- Co-ordination of education and training for RCH staff regarding management of vulnerable children and young people
- Dissemination of information regarding government policy and best practice for working with vulnerable children and young people
- Quality assurance e.g. ensuring consistency of approach of referral pathways, use of proformas and conducting SCAN meetings
- Monitoring and review of clinical presentations involving vulnerable children and young people
- Sharing of information between departments to assist inter-departmental and multi-disciplinary communication and problem solving.

Convenor and Chair

VFPMS are willing to convene the meetings and prepare agendas and minutes. It is recommended an Executive Director chair the meetings to reflect the important nature of the work and breadth of departments involved.

Membership

Membership of the group is open to any department who has an interest and/or role in the management of vulnerable children and young people. Departments include:

- Adolescent Medicine
- Emergency Department
- Gatehouse
- General Medicine
- Mental health
- Social work
- VFPMS

Each department will have a contact person for direct liaison in relation to the group even if the department cannot send a representative to each meeting.

Dispute resolution

Any persistent differences between departments will be managed through the respective departments Executive Directors and resolved by conducting a separate meeting to identify solutions.

Frequency of Meetings

Monthly in the first instance and then quarterly.

¹ Victoria's Vulnerable Children Our shared Responsibility Strategy 2013-2022. Victorian Government. May 2013.