

THE CHILD **SAFEGUARDING**
PRACTICE REVIEW PANEL

Virtual School Children in Need Panel: Terms of Reference

Trafford Strategic Safeguarding
Partnership

Sample resource

June 2026

Sample resources

The Panel has invited safeguarding partners to submit locally developed resources which support effective multi-agency working.

These sample resources have been selected where we believe they could help other safeguarding partners with challenges we know are present across the country. Locally developed tools and resources should support, not replace, statutory guidance and professional judgement.

You may wish to use this resource in your own practice, to support the development of something similar, or make updates and changes to existing resources and processes in your local area.

Trafford Strategic Safeguarding Partnership: Virtual School Child in Need Panel Terms of Reference

This document sets out the Terms of Reference for a Child in Need Panel organised by Trafford Virtual School. The Panel brings the Virtual School together with other teams across the safeguarding partnership to proactively share information about children who are currently subject to Child in Need (CiN) or Child Protection (CP) Plans, as well as those who are Previously Looked After or in kinship care with appropriate consent. Membership includes professionals from the Health Visiting service and senior practitioners from social care and youth justice.

In the meeting, each child is considered individually to identify barriers to their learning. The meeting has a 'task and finish' structure, with actions agreed to keep children engaged in education.

Trafford Virtual School believes that the CiN Panel has contributed to reductions in severe absences and NEET (not in education, employment, or training) status among children and young people on CiN and CP plans.



Virtual School Children In Need Panel – Terms of Reference

Our mission is to build the bridge between education and social care with children at our heart. We bring people together as champions for education to value and empower all children and young people, believing in their potential to achieve amazing things and reach for the stars and beyond

Membership – some professionals may only attend relevant parts of the meeting

Virtual School Deputy Head (Chair, SEND, Previously Looked After Children and Children in Need)

Virtual School Business Manager (Clerk)

Virtual School Previously Looked After Children and Children in Need Lead

Virtual School SEND Lead

Virtual School Assistant Educational Psychologist

Virtual School Wellbeing Lead

Specialist Education Practitioner – Front Door (vacant post)

Pupil Absence Officer – Education of Vulnerable Children Team

Violence Reduction Coordinator

Early Break Practitioner

Complex Safeguarding Team Education Champion

Early Years Foundation Stage Consultant

Team Leader Youth Engagement Service

Social Care Managers – Families First, Support and Protect, Vulnerable Adolescents

School Nursing Team Leader

Health Visiting Team Practitioner

Minutes:

Minutes are available to the above members by the end of the week following Panel in the Virtual School shared folder on Microsoft Teams

Key information from the minutes will be uploaded to EYES on a termly basis.

Purpose:

To gather and share information about children currently subject to Child in Need or Child Protection Plans and those who are Previously Looked After that fall into the following categories:

- Children Missing Education
- Elective Home Education
- Part-Time Timetable
- Alternative Provision/EOTAS
- Severe Absence
- Subject to Suspension during previous month
- Permanent Exclusion within previous academic year
- EYFS not attending nursery
- Unmet SEND Need
- NEET/At risk of NEET
- Other cases causing concern

The Panel has a 'task and finish' structure with actions agreed to maximise children's attendance and engagement in education.

Impact Measures:

- Attendance is addressed in an increasing amount of Child in Need and Child Protection Plans
- There is an increasing number of episodes of social workers requesting guidance from the Virtual School

Meetings:

- The quorum will be 50% of the current membership including vacancies.
- Meetings will be held monthly on the second Tuesday of each month

- If members are unable to attend they must inform the Clerk and nominate deputy members as appropriate. The Chair will follow up absences of more than two meetings and discuss with the member.
- Any member may notify the Chair of an item that he/she wishes to be added to the agenda.

Accountability:

The effectiveness of the Virtual School Children in Need Panel will be monitored by the Virtual School Governing Body.

Related meetings:

The Terms of Reference of this panel should be considered in the following meetings, and consideration should be given to the connectivity of information:

Attendance Targeted Support Meetings

Children at Risk of Missing Education

Children Missing Education Meetings

Review:

The terms of reference will be reviewed annually.