



## **Hampshire Safeguarding Children Board**

### **Job Summary and Person Specification**

#### **LAY MEMBER**

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##### **Purpose**

Safeguarding children and young people depends on all agencies, working well together and fulfilling their safeguarding responsibilities. To ensure this, the Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB).

The Hampshire Safeguarding Children Board (HSCB) is a multi-agency forum that brings together senior representatives from the main organisations and agencies that work with Hampshire's children and young people. It helps co-ordinate safeguarding work across agencies and ensures that this work is effective in improving safeguarding outcomes for children and young people.

The role of the lay member will include actively supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the LSCB's child protection work in the wider community and, contribute to the oversight and scrutiny of decisions and policies made by the Board.

**Please note that this is a voluntary role.**

##### **Main Contacts**

- ◆ HSCB Independent Chair;
- ◆ HSCB members and chairs and members of HSCB sub groups;
- ◆ HSCB Strategic Partnerships Manager and Partnership Support Team Staff.

##### **Main Responsibilities of the role are to;**

- attend and actively participate in the Hampshire Safeguarding Children Board ( 4 times a year) as a full member;
- as required, be an active member of at least one of the sub-committees, attending meetings at a minimum four times a year;
- help ensure that key safeguarding children issues addressed by the Board take into account the issues that matter to children and families;

- support the Board in identifying where safeguarding and welfare arrangements for children can be improved;
- help to make links between the LSCB and community groups;
- support the Board to ensure that the views and needs of the local community are reflected in the development of policy, procedures and plans;
- help ensure that the appropriate information about the HSCB is communicated with the local community, through agreed channels of communication, to raise awareness about the Board and its role, function and priorities;
- challenge the LSCB on the accessibility by the public and children and young people of its plans and procedures;
- undertake any relevant training that is identified to support the role;
- ensure that sensitive or confidential information shared within the HSCB remains confidential in line with a confidentiality agreement/contract;
- contribute to consultation activities undertaken by the HSCB;
- maintain an awareness of and commitment to equality and diversity;
- seek appropriate advice and support from the Board Chair, Manager or assigned Board member.

### **Knowledge, Skills and Experience required**

#### **Essential**

1. A strong commitment to improving outcomes for children and keeping children & young people safe.
2. A good understanding of the needs of children, young people and their families.
3. To be able to demonstrate an ability to contribute to the work of the HSCB.
4. To be available to attend four Board and four sub-group meetings per year and undertake necessary preparation. These meetings will be held during working hours (between 9 – 5pm, Monday – Friday).
5. An ability to read and assimilate information from Board papers.
6. An ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive way.
7. An understanding of the requirement for confidentiality in dealing with some of the information shared within the HSCB.
8. A willingness to undertake training and development to help equip you to carry out your role.
9. An understanding and commitment to equality and diversity in promoting good outcomes for children and young people in the Borough.
10. Knowledge and experience of involvement with community groups.

#### **Additional requirements**

- ◆ Enhanced DBS check.

- ◆ To not have been employed by any agency represented on the HSCB in the past 5 years.
- ◆ To be a resident of Hampshire.

### **Appointment and notice period**

The appointment is for a three year period with an annual review. The appointment can be terminated at any time with an expectation of one month's notice period on either side.

### **Induction, training and support**

All new LSCB members will be entitled to and required to participate in a process of induction which will involve:

- A briefing on the function of the Board and the duties of Board members;
- a meeting with the LSCB Chair and Manager;
- identification of further training and learning needs.

Lay members will be expected to attend Basic Awareness training in respect of child protection within the first three months of appointment.

A 'buddying' arrangement will be in place for each lay member, which will involve meeting with a member of the Board before and/or after each meeting to prepare and de-brief if necessary.

Lay Members will be subject to annual appraisals undertaken by the LSCB Chair.

Travel Expenses of 45p per mile will be paid when attending meetings. This will be paid from the home address of the lay member.

### **Interviews**

Will be on 28 September 2017 (morning) in Winchester.

**Additional Payments:** Travel expenses

**Work Location:** Winchester mainly although meetings are occasionally held elsewhere in Hampshire.

**Hours per week:** Not applicable