

PERSON SPECIFICATION

POST TITLE:	Lay Member
LOCATION:	Town Hall, Darlington
GRADE:	Expenses only (volunteer)

Purpose of Role

Darlington Safeguarding Children Board (DSCB) is a multi-agency forum which brings together senior representatives from the main organisations and agencies that work with children and young people in Darlington. 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 DSCB's child protection work in the wider community and contribute to the oversight and scrutiny of decisions and policies made by the Board.

Lay Member Main DSCB Contacts

- DSCB Independent Chair
- DSCB members and chairs and members of DSCB sub groups
- Safeguarding Boards' Business Manager and Business Unit staff.

Main Responsibilities of the role

- attend and actively participate in Darlington Safeguarding Children Board (6 times a year) as a full member including the DSCB development sessions
- 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 DSCB 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 DSCB is communicated with the local community, through agreed channels of communication, to raise awareness about the Board and its role, function and priorities
- challenge DSCB 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 DSCB remains confidential in line with a confidentiality agreement/contract
- contribute to consultation activities undertaken by the DSCB
- maintain an awareness of and commitment to equality and diversity
- seek appropriate advice and support from the Board Chair, Manager or Development Officer

Knowledge, Skills and Experience required

Essential

1. a strong commitment to improving outcomes for children and keeping children and 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 DSCB
4. to be available to attend six 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 DSCB
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 Darlington
10. knowledge and experience of involvement with community groups

Additional requirements

- enhanced DBS check
- to not have been employed by any agency represented on DSCB in the past 5 years.
- to be a resident of Darlington

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 DSCB 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 DSCB Chair and Business Manager
- identification of further training and learning needs

Lay members will be expected to attend Child Safeguarding Level 1 Training within the first three months of appointment.

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

Travel Expenses of 42p per mile will be paid when attending meetings. This will be paid from the home address of the lay member.

Interviews

Interviews will be held on **Friday 16th March 2018**

Additional Payments: Travel expenses

Work Location: Town Hall, Darlington

Hours per week: Not applicable