



Darlington Safeguarding Boards' Application Pack 2017

Safeguarding is everyone's business and Darlington Safeguarding Adult Board (DSAPB) and Darlington Safeguarding Children Board (DSCB) are seeking to recruit Lay Members to the Boards.

The Safeguarding Boards are responsible for ensuring that local safeguarding arrangements are effective and that they take account of the views of the local community. Through effective multi-agency working the Boards seek to ensure the safety and protection of children and adults who may be at risk of abuse and neglect in Darlington.

The role of the Lay Member is to raise awareness within the community of abuse and neglect and what action should be taken when abuse is suspected. The Lay Member will also promote the welfare of children and adults at risk and will raise awareness of the work of the Safeguarding Boards.

We are seeking individuals who reside in Darlington, have an active role within the community and an interest in safeguarding children and/or adults and who would like to help shape safeguarding policy and practice. You will do this through learning more about the work of the relevant Safeguarding Board, questioning and challenging safeguarding practice where appropriate and representing the views of the local community.

The role is voluntary but expenses such as travel will be reimbursed if required.

Successful candidates will receive an induction, support and mentoring and will be required to access Level 1 Safeguarding Training.

All short listed applicants will be subject to an interview and an enhanced Disclosure and Barring Service (DBS) check. Successful applicants will be appointed for a three year period which will be subject to review.

For further information see

How to apply

If you are interested in applying as a Lay member for either the:

- Darlington Safeguarding Children Board and/or
- Darlington Safeguarding Adult Partnership Board

Please send a covering letter and your CV to outline how you meet the essential criteria as set out in the role description (attached below) to:

- **Email:** safeguardingboards@darlington.gov.uk
- **Post:** Darlington Safeguarding Boards' Business Unit, Darlington Borough Council, Room 101, Town Hall, Darlington, DL1 5QT

Closing date for applications

The closing date for applications is **Friday 2nd March 2018**.

Interviews

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

If you require any additional information or wish to speak to someone, please contact either **Amanda Hugill** or **Marian Garland, Development Officer/LADO** on **01325 406450** or **01325 406451**.

You can also visit the Darlington Safeguarding Boards' website for further information about the Boards' work: www.darlingtonsafeguardingboards.co.uk

If you require these notes in an alternative format e.g. Tape, Braille or large print please contact the Safeguarding Boards' Business Unit on **01325 346497/388674**.

PERSON SPECIFICATION

POST TITLE:	Lay Member (DSCB)
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

- a strong commitment to improving outcomes for children and keeping children and young people safe
- a good understanding of the needs of children, young people and their families
- to be able to demonstrate an ability to contribute to the work of DSCB
- 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)
- an ability to read and assimilate information from Board papers
- an ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive way
- an understanding of the requirement for confidentiality in dealing with some of the information shared within the DSCB
- a willingness to undertake training and development to help equip you to carry out your role
- an understanding and commitment to equality and diversity in promoting good outcomes for children and young people in Darlington
- 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



Darlington Safeguarding Adults Partnership Board

PERSON SPECIFICATION

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

Purpose of the Role

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent abuse and neglect, whilst at the same time ensuring that the adult's wellbeing is promoted and that their views, wishes and desired outcomes are sought and considered at all stages of the safeguarding process.

Darlington Safeguarding Adult Partnership Board (DSAPB) is a multi-agency forum which brings together senior representatives from the main organisations and agencies that work with adults at risk in Darlington. It helps co-ordinate safeguarding work across agencies and ensures that this work is effective in improving safeguarding outcomes for adults with care and support needs who are at risk of abuse and neglect.

The role of the lay member will include actively supporting stronger public engagement in local adult safeguarding issues and contributing to an improved understanding of DSAPB's adult safeguarding work in the wider community and the oversight and scrutiny of decisions and policies agreed by the Board.

Lay Member DSAPB Contacts

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

Main Responsibilities of the role

- attend and actively participate in Darlington Safeguarding Adult Partnership Board (6 times a year) as a full member, including the DSAPB 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 issues addressed by the Board take into account the issues that matter to adults at risk
- support the Board in identifying where safeguarding and welfare arrangements for adults at risk can be improved
- help to make links between DSAPB 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 information about DSAPB is communicated with the local community through agreed channels of communication, to raise awareness about the Board and its role, function and priorities
- challenge DSAPB on the accessibility by adults at risk and the pupil of its plans and procedures
- undertake any relevant training that is identified to support the role
- ensure that sensitive or confidential information shared within DSAPB remains confidential in line with a confidentiality agreement/contract
- contribute to consultation activities undertaken by DSAPB
- 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:

- a strong commitment to promoting the welfare of adults at risk and to keep them safe
- a good understanding of the needs of adults at risk and their families.
- to be able to demonstrate an ability to contribute to the work of DSAPB.
- 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).
- an ability to read and assimilate information from Board papers.
- an ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive way.
- an understanding of the requirement for confidentiality in dealing with some of the information shared within the DSAPB.
- a willingness to undertake training and development to help equip you to carry out your role.
- an understanding and commitment to equality and diversity in promoting the welfare of adults at risk in Darlington.
- knowledge and experience of involvement with community groups

Additional requirements

- enhanced DBS check.
- to have not been employed by any agency represented on DSAPB 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 DSAPB 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 DSAPB Chair and Business Manager
- identification of further training and learning needs

Lay members are expected to attend Adult Safeguarding Level 1 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