**Oxfordshire Safeguarding Children Board**

**Community Board Member**

**Job Summary and Person Specification**

**Context**

Safeguarding children and young people depends on all agencies, working well together and fulfilling their safeguarding responsibilities.

The Children and Social Work Act 2017 established collective responsibility for local multi-agency safeguarding arrangements across chief officers in the county council, the NHS clinical commissioning group and the police. They are the ‘three safeguarding partners’.

The three safeguarding partners must agree ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents. They work with relevant partners through the Oxfordshire Safeguarding Children Board’, under the leadership of an Independent Chair. The arrangement is referred to as the “Oxfordshire Safeguarding Children Board (OSCB)’.

**Purpose**

Oxfordshire Safeguarding Children Board (OSCB) is the forum that brings together senior representatives from the main organisations that work with Oxfordshire’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 Community Board Member is a member of this Board.

The role of the Community Board Member is to enable public engagement in local child safety issues and contribute to an improved understanding of the OSCB’s safeguarding work in the wider community and to contribute to the oversight and scrutiny of decisions and policies made by the Board.

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

**Main Contacts**

* OSCB Independent Chair;
* OSCB members and chairs and members of OSCB sub groups;
* Strategic Safeguarding Partnerships Manager
* OSCB Business Manager and Business Unit Staff.

**Recruitment and Selection**

Community Board members will be appointed following an interview process and subject to statutory checks and references, including an enhanced DBS disclosure. They will also be asked to sign a confidentiality agreement before taking up the position.

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

* attend and actively participate in the Oxfordshire Safeguarding Children Board (4-6 times a year) as a full member;
* as required, be an active member of one of the sub-groups
* help ensure that key safeguarding children issues addressed by the OSCB take into account the issues that matter to children and families;
* support the OSCB in identifying where safeguarding and welfare arrangements for children can be improved;
* support the OSCB to ensure that the views and needs of the local community are reflected in the development of policy, procedures and plans;
* advise the OSCB on how information is best communicated to the local community to raise awareness about the Board and its role, function and priorities;
* challenge the OSCB on the accessibility by the public and children and young people of its plans, procedures and communications;
* undertake any relevant training that is identified to support the role;
* ensure that sensitive or confidential information shared within the OSCB remains confidential in line with a confidentiality agreement/contract;
* contribute to consultation activities undertaken by the OSCB;
* maintain an awareness of and commitment to equality and diversity;
* seek appropriate advice and support from the Board Chair, Manager or assigned Board member.

**Person Specification**

**Essential:**

* An ability to communicate effectively within meetings
* Confidence to ask questions and challenge, constructively, the views and assumptions of senior professionals
* Commitment to improving safeguarding outcomes for children and young people
* An awareness of and commitment to equality and diversity
* Able to maintain confidentiality appropriate to the circumstances and local protocols
* Experience or significant knowledge of child protection or safeguarding issues

**Desirable:**

* An understanding of working with children or young people – this does not necessarily mean a professional qualification

**Additional requirements**

* Enhanced DBS clearance.
* To not have been employed or commissioned by any agency represented on the OSCB in the past 6 months.
* An interest in community and social issues, preferably with a track record of involvement locally

**To be suitable for selection the person must live within Oxfordshire.**

**Independence of the Community Board Member**

Community Board members should be independent of local agencies in order to be able to scrutinise and challenge practice. They should not have been an employee or a trustee of any agency represented on the Board (for at least 6 months). Community Board members should declare if they are related **to an employee** of any agency represented on the Board. For these purposes related means by marriage/civil partnership or a member of the same household.

**Induction and Training**

Community Board members will be expected to attend basic interagency safeguarding children training within the first three months of appointment. A ‘buddying’ arrangement will be in place for each Community Board member.

**Duty of Care**

If during the course of their appointment as a Community Board Member to the Board they become aware of information about a child, young person or family, or service which causes them concern, they must discuss their concerns with the person nominated to support them or in their absence with the OSCB Business Manager or the Independent Chair.

**Confidentiality**

All written and verbal information given to Community Board members in the course of their duties is strictly confidential. Community Board members are required to sign a written agreement, before taking up their appointment, to confirm that all information they receive will remain confidential. Community Board members are expected to keep all written information in a secure place.

**Conflicts of Interest**

Community Board members should consider any conflicts of interest in relation to the Board agenda items. A potential conflict arises if an interest may be seen to affect adversely a Community Board member’s capacity to act without prejudice or preference in a matter. There may be a personal interest or connection which would require the Community Board Member to refrain from participation. In the case of a potential conflict of interest where advice is required, Community Board members should discuss it with the OSCB Independent Chair.

**Diversity and Equal Opportunities**

We would welcome applications from all sections of the community.

**Time Commitment**

The Community Board members will be required to attend 4-6 meetings per year and read background material between meetings. Community Board members may attend sub-groups as they wish. However, non-attendance at OSCB meetings without good reason may be grounds for terminating the appointment.

**Term of Appointment**

Community Board members will be appointed to the OSCB for a term of three years. The position will be re-advertised and the Community Board members given the opportunity to re-apply.

**Expenses**

The role is a voluntary one, although a standard sum of £400 will be paid annually to cover expenses such as travel costs and subsistence.

**Induction, training and support**

All new OSCB 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 OSCB Chair
* identification of further training and learning needs.

Community Board 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 Community Board member, which will involve meeting with a member of the Board before and/or after each meeting to prepare and de-brief if necessary.

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

**Termination of Appointment of Community Board Members**

If there are concerns about a Community Board member's behaviour or ability, which cannot be resolved through discussion and correspondence, the OSCB Independent Chair will decide whether to end the appointment of the Community Board member. The Community Board Member will be informed in writing and given clear reasons for the termination of appointment. The Community Board Member will be given the opportunity to respond before a final decision is made by the OSCB Independent Chair.

**Additional Payments:** Travel expenses

**Work Location:** Not applicable

**Hours per week:** Not applicable