



ROYAL BOROUGH OF KINGSTON UPON THAMES

JOB DESCRIPTION

Job Title: Lay Member, Local Safeguarding Children Board	Grade: Voluntary
Reporting to: Chair of Kingston Local Safeguarding Children Board	Hours: 12 days per year

1. RELATIONSHIPS

Primary Relationships: Independent Chair of LSCB
LSCB Members
LSCB Business Manager
Chairs of LSCB Sub Groups and working groups

Important External Relationships: Representatives of local community organisations
Local residents, including parents, carers, children and young people

2. MAIN PURPOSE OF THE ROLE

2.1 In line with statutory requirements and as part of the Kingston Local Safeguarding Children Board's (KLSCB) commitment to engaging communities in safeguarding and promoting the welfare of children and young people, the Board will be appointing two volunteer Lay Members to the LSCB. The purpose of the role will be to bring a more 'grass roots' perspective to the work of the Board on safeguarding children; to think as a member of the public; and to play a part in the oversight and scrutiny of decisions and policies made by the Board. Lay Members will represent the community interest in safeguarding children and young people.

3. MAIN RESPONSIBILITIES / DUTIES OF THE JOB

- 3.1 To attend and contribute to approx 4 LSCB meetings per year (including reading board papers in advance of the meetings), and participate in a small number of relevant Sub Groups or Working Groups of the LSCB as appropriate.
- 3.2 To attend one London regional development day per year.
- 3.3 To actively support stronger public engagement in local child safety issues and contribute to an improved understanding of the LSCB's child protection work in the wider community.

- 3.4 To challenge the LSCB on the accessibility by the public and children and young people of its plans and procedures.
- 3.5 To help to make links between the LSCB and community groups.

4. **PERSON SPECIFICATION**

- 4.1 In your written application you will need to give specific evidence or examples of your proven experience in meeting each of the person specification criteria that are marked "Tested by Application" in the list below. Evidence of meeting the other criteria will be sought during the interview.

Attribute	Essential	Desirable	Tested by Application	Tested in Interview
Lay members must be aged 18 or over and reside within the Royal Borough of Kingston Upon Thames.	x		x	
Lay Members must have an interest in children's issues and the safety of children.	x		x	x
A Lay Member must declare any prior connection with agencies or elected members working with children within the Borough. This includes both Lay Members and their family members.	x		x	
Lay Members must have a commitment to improving outcomes for children and keeping children & young people safe.	x		x	x
Lay Members must have a commitment to the values and vision established by the LSCB.	x		x	x
Lay Members must have a commitment to equality and diversity within their own life experience and in promoting good outcomes for children and young people in the Borough.	x		x	x
Lay Members must have an ability to communicate effectively				

within meetings and the confidence to ask questions and challenge people in a constructive way.	x			x
Lay Members must have the ability to understand complex information.	x		x	x
Applicants will be required to demonstrate an understanding of the handling of sensitive and confidential data.	x		x	x

5. RECRUITMENT AND SELECTION

- 5.1 Lay Members will be appointed following an interview process and subject to statutory checks and references including an enhanced CRB (Criminal Records Bureau) disclosure. One personal and one professional reference will also be taken up.
- 5.2 Applicants will be required to disclose any previous personal involvement in the child protection process, although it should be noted that this would not necessarily constitute a barrier to appointment.
- 5.3 Successful applicants will be asked to sign a confidentiality agreement before taking up the role (see below).

6. INDUCTION, TRAINING AND SUPPORT

- 6.1 Lay Members will be entitled to a process of induction which will involve:
- basic briefing on the function of the Board and the duties of Board members. This will include receiving a copy of the LSCB Annual Report and business plan;
 - a meeting with the LSCB Chair and Business Manager;
 - observing a Board meeting prior to becoming a member;
 - identification of further training and learning needs.
- 6.2 Lay Members will be expected to attend Basic Awareness training in respect of child protection within the first three months of appointment.
- 6.3 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.
- 6.4 Lay Members will be subject to annual appraisals undertaken by the LSCB Chair and will be provided with safeguarding development activity on an ongoing basis.

7. EXPENSES

- 7.1 The role is a voluntary one, although expenses such as travel costs and subsistence will be reimbursed if required.

8. APPOINTMENT AND NOTICE PERIOD

- 8.1 The appointment is for two years, with an annual review. The appointment can be terminated at any time with an expectation of one month's notice period on either side.

Prepared by: Harminder Jagdev
LSCB Business Manager

Date: November 2010

Approved by: Ann Domenev
Independent Chair of LSCB

Date: December 2010