

West Sussex VCS Safeguarding Forum

Terms of Reference

Supporting Voluntary and Community Sector Groups in Keeping Children and Young People Safe

Purpose of the Forum:

The purpose of the West Sussex VCS Safeguarding Forum is to maintain an independent network of voluntary and community sector (VCS) Safeguarding leads, facilitating a meaningful link between the West Sussex Safeguarding Children's Partnership (WSSCP) and the forum organisations demonstrating our commitment to and the challenges of ongoing safeguarding.

Key Aims:

- To bring together key VCS Safeguarding Leads from across West Sussex, to create networking opportunities and share best practice and training.
- To work with and influence the WSSCP, disseminating information to forum organisations, ensuring links are both meaningful and relevant.
- To proactively review elements of practise as a sub-group for the WSSCP consulting VCS partners as necessary and to respond to requests for information in a timely manner

Objectives:

- A minimum of three forum meeting per year, to include guest speakers, shared learning and networking opportunities.
- Officers (or delegated member) to sit on the WSSCP and engage with Partnership meetings, Chairs and Executive group, and sub-group meetings, thereby maintaining meaningful relationships.
- To consult with the forum regarding safeguarding activity in the forum organisations
- To feedback concerns, data and innovative working practices to the WSSCP

Disposal of assets:

- If the forum agrees to disband by simple majority at a scheduled meeting, then any funds remaining will be passed either to the WSSCP or a charity within Sussex working to promote safeguarding best practice and training.

Roles and Responsibilities:

Chair and Deputy Chair

- Will be elected by the forum on a 3-yearly basis
- Will undertake the coordination of the forum, including the raising and circulation of the meeting agenda and minutes, booking venues, keynote speakers and maintaining contact and sharing information with forum.
- Will chair Meetings
- Will review meeting minutes before distribution
- Will ensure that new members are informed of role/inducted and invited to attend meetings.
- Will fully engage as a Member of the West Sussex Safeguarding Children Partnership representing the forum and contributing to WSSCP reports as appropriate.
- Will represent the forum (not their own organisation) in a professional manner, and be accountable to the steering group and forum organisations

Steering Group:

- Will be representatives from forum organisations.
- Will consist of between 3 and 6 reps.
- Will usually serve a 2-year term.
- Will support Officers with strategic planning.
- Will provide a platform for accountability.

Forum Members:

- Will be the safeguarding lead within their organisation.
- Will attend all forum meetings or identify an appropriate delegate.
- Will contribute to meetings with agenda items, information and updates as appropriate.
- Will provide a venue and refreshments for the meeting as required.
- Will respond to and engage with requests for information and consultation, from the forum chair/deputy chair.
- Will identify potential new members
- Will engage with appropriate forum training opportunities.
- Will disseminate information/updates within own organisation/network.