**West Sussex VCS Safeguarding (Voluntary and Community Sector) 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 Safeguarding West Sussex VCS Safeguarding Forum is to maintain an independent network of 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 Board 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
* To raise funds as an independent forum to support member organisations in accessing training opportunities, attendance at subgroups and WSCCB Board meetings.

**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, key note 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 Board Member of the West Sussex Safeguarding Children Board 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.
* Will write collaborative bids to fund the work of the forum
* Will act as signatories to the forum’s bank account.

**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.