

Redbridge Local Safeguarding Children Board

# Lay Members Induction Pack



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## Foreword

### Welcome from the LSCB Independent Chair

Welcome to Redbridge LSCB and thank you for taking on a very important role as a Lay Member. The Board is one of the key mechanisms for safeguarding all children in Redbridge. We share the responsibility for ensuring that all efforts to keep children safe are effective and well co-ordinated. There is a named person from each partner organisation to ensure continuity and consistency.



Safeguarding children is everyone's business and all partners across the different agencies in Redbridge work together to ensure that we provide the best possible integrated support services for children, young people and their families. It is part of our job to promote greater public awareness of the entitlement of every child to feel safe at home, at school and in the community.

Lay Members, along with partner agency representatives, must attend regularly at business meetings and be willing to participate in annual development and training sessions.

Thank you for joining the Board as a Lay Member. I am sure we will benefit from your knowledge and experience. Part of your role on the Board will be to help us increase public awareness of safeguarding and also to help us strengthen our links with our local community. We will welcome your advice on how to do this better.

I do hope you find this induction pack useful in helping you to become familiar with what is a demanding, difficult and high profile agenda. I am confident that you will find the work of the Board stimulating, enjoyable and very worthwhile.

I look forward to meeting you.

Best wishes

A handwritten signature in blue ink, which appears to read 'John Goldup'. The signature is written in a cursive style and is positioned above a thin horizontal line.

**John Goldup**  
**Independent Chair**

## Section 1

### Introduction

Local Safeguarding Children Boards were established under section 13 of the Children Act, 2004. The Apprenticeships, Skills, Children and Learning Act, 2009 provided for the appointment of representatives from the community to sit on Local Safeguarding Children Boards. The aim of this booklet is to give new Lay Members advice, information and guidance during induction and support with becoming fully active members of the LSCB.

A Board Member will be appointed as your 'buddy' to support you through your induction and will be available for further discussion as and when required.

Appendix 1 contains a Lay Member Self- assessment Checklist to assist Lay Members in satisfying themselves that they have all of the information, tools and assistance to help them in fulfilling their role on the LSCB.

This Induction Pack will be reviewed on a regular basis by the LSCB Business Manager, including prior to an appointment of any new Lay Member.

### Contact Information

The LSCB Team can be reached via:

[LSCB@redbridge.gov.uk](mailto:LSCB@redbridge.gov.uk)  
[Contact Form](#)  
Tel: 020 870 85282/83289

For the latest information and updates, follow the Redbridge LSCB on Twitter [@RedbridgeLSCB](#), [Instagram](#) or view our [Facebook](#) page.



## Section 2

### Definition of Safeguarding and Promoting the Welfare of Children

Working Together to Safeguarding Children, 2015 defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The safeguarding responsibilities of Redbridge LSCB will include work to safeguard and promote the welfare of groups of children who are potentially more vulnerable than the general population:

- Children who are suffering or are likely to suffer significant harm as a result of abuse or neglect within families, including in the context of domestic violence
- Children who are privately fostered
- Children with disabilities
- Children in care
- Children who run away from their families or placement

Those whose health/well-being may be impaired due to:

- Misuse of drugs and alcohol (by themselves or by their parents)  
Children abused by adults known to them and strangers
- Children abused by other young people
- Early sexual activity with the accompanying risks of becoming a teenage parent or of contracting sexually transmitted infections (STIs)
- Children who are being or at risk of being sexually exploited
- Children who are at risk of radicalisation
- Forced Marriage
- Female Genital Mutilation (FGM)
- Young victims of crime
- Bullying
- Mental health problems (including self-harming)
- Factors such as obesity, cigarette smoking or poor take up of immunisation
- Injury or death as a result of traffic accidents or house fires etc.
- Gambling

Those who are disadvantaged due to social or economical circumstances such as children from minority groups or living in deprived communities.

## Section 3

### Role of Local Safeguarding Children Boards

Local Safeguarding Children Boards were established under section 13 of the Children Act 2004. Detailed guidance on the role of LSCBs can be found in the Statutory Guidance Working Together to Safeguard Children, 2015.

The core **objectives** of Redbridge LSCB as defined in the Children Act 2004 are:

- To coordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in Redbridge.
- To ensure the effectiveness of what is done by each such person or body for that purpose.

These objectives will be achieved through the **functions** carried out by Redbridge LSCB which are as follows:

- a) Develop policies and procedures for safeguarding and promoting the welfare of children, including on:
  - (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
  - (ii) training of persons working with children or in services affecting the safety and welfare of children;
  - (iii) recruitment and supervision of persons who work with children;
  - (iv) investigation of allegations concerning persons who work with children;
  - (v) safety and welfare of children who are privately fostered; and
  - (vi) cooperation with neighbouring children's services authorities.
- b) Communicate to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raise awareness of how this can best be done, and encourage them to do so.
- c) Participate in the planning of services for children in need in Redbridge.
- d) Undertake reviews of serious cases and advise the authority and their Board partners on lessons to be learned. A serious case is one where (a) abuse or neglect of a child is known or suspected; and (b) either (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.
- e) Collect and analyse information about child deaths with a view to identifying whether a serious case review is needed, any matters of concern affecting the safety and welfare of children in Redbridge, and any wider public health or safety concerns arising from a particular death or pattern of deaths in Redbridge.
- f) Ensure that there is a co-ordinated response to unexpected child deaths.
- g) Monitor and evaluate the effectiveness of what is done to promote the welfare of children, and advise on ways to improve.

## **Section 4**

### **Redbridge LSCB Statement of Values and Intent**

#### **Values**

The Children Act, 2004 requires every local authority to establish a Local Safeguarding Children Board, more commonly referred to as LSCB. The LSCB is the key statutory mechanism for ensuring co-operation across all agencies working with children and young people in the locality.

In November 2008, Redbridge LSCB held their first Development Day at which members felt that we should have a simple statement of what we are really about. The following was agreed:

*"Every member of Redbridge LSCB believes that every child and young person has the right to feel safe, secure, loved and well cared. We believe that this is essential to enable children to develop healthily, to learn and achieve, to acquire self-confidence and to reach their full potential. This will help them to grow up into well adjusted adults.*

*We are determined to secure this aim for every child and young person in Redbridge.*

*We can only do this when safeguarding truly is everyone in Redbridge's business."*

#### **Intent**

- Redbridge LSCB will work towards keeping children and young people in Redbridge safe from harm. We will support staff, families and carers in achieving this aim.
- Redbridge LSCB will ensure relevant organisations in Redbridge co-operate to safeguard and promote the welfare of children.
- Redbridge LSCB will seek the views of children and young people in order for Redbridge to be a place where all children and young people feel safe and valued.

## Section 5

### Structure and Membership of the LSCB

Redbridge LSCB has an Independent Chair, supported by a Vice Chair, who will ensure that the Board operates effectively and secures an independent voice for the LSCB. Full details of the role of the Chair are detailed in the [LSCB Independent Chair Job Description and Person Specification](#).

Redbridge LSCB consists of a Strategic Board, an Executive Group and Sub-Groups, one of which, the [Child Death Overview Panel \(CDOP\)](#), is a statutory body, which came into effect on 1 April 2008 under the Children's Act 2004. The other Sub Groups are Learning & Improvement; Training; Multi-Agency Audit Working Group (MAWG) and the Youth Forum. The Sub-Groups are accountable to the Independent Chair of the Strategic Board, who is in turn accountable to the [Redbridge Council's Chief Executive](#).

In order to assist the Board with discharging its wider responsibilities, the following Sub-Groups have been created:

- Child Death Overview Panel (CDOP)
- Learning and Improvement
- Training
- Multi-Agency Audit Working Group (MAAWG)
- Youth Forum

The Board, the Executive and Sub-Groups each have their own Terms of Reference which detail their particular remit and can all be viewed on the [LSCB website](#), along with the LSCB Structure Chart. Redbridge LSCB meets four times per annum. Sub-Groups meet on a quarterly or bi-monthly basis. Attendance at meetings is monitored.



## Section 6

### Role of Lay Members

Working Together, 2015 states the role of Lay Members should in particular relate to:

- Supporting stronger public engagement in local child safety issues and contributing to an improved understanding of the LSCB's child protection work in the wider community.
- Challenging the LSCB on the accessibility by the public and children and young people to its plans and procedures.
- Helping to make links between the LSCB and community groups.

#### Lay members can do this as follows:

**Challenge:** The intention is for LSCB arrangements to be opened up to further public scrutiny. This is with the aims of supporting stronger public engagement in, and understanding of, children's safety issues. It is also motivated by awareness that sometimes, local representatives can add a great deal of value to otherwise exclusively professional discussions, helping everyone to stay in touch with local realities. Taking this into account you will be encouraged to challenge and scrutinise members, reports or issues raised at the LSCB in particular relating to fulfilling the above expectations. This of course doesn't preclude challenge in relation to other areas of concern.

**Involvement:** It is important that Lay Members are involved appropriately in the work of LSCBs, with due regard to the confidentiality, sensitivity, and distressing nature of some of the issues that Boards have to consider. Exactly how you believe you can add most value to the work of the Board will be discussed with you during your induction period and at your six months review meeting with the Chair, once you have had some experience of how the Board operates. It may be that you can fulfil a particularly useful role by forging links with other organisations and community representatives, explaining the role of the LSCB and promoting wider understanding and awareness in respect of safeguarding. However, it should not be assumed that this is the full extent of your potential contribution: you may want to offer much more and this should be discussed with your 'buddy' or the Board's LSCB Practice Development Manager. You should operate as a full member of the LSCB, participating in the Board itself and on relevant committees and as such are accountable, as all board members are, for board decisions and activities.

**Expectations:** The LSCB has set out the expectations for your role in your Job Description particularly in relation to length of appointment, confidentiality, conduct and recompense which you should have already been made aware of (see **Appendix 2 – Lay Member Job Description and Person Specification**).

## Section 7

### Lay Member Induction Process

As a new Lay Member you will be 'buddied' up with an experienced board member. Your 'buddy' will discuss the topics in this booklet to quality assure your understanding of the issues and thereby ensuring your effectiveness as a Board member. It is suggested your 'buddy' meets with you after your appointment to discuss the use of this booklet and explain how they will support you during this vital induction period. You may also want to meet with other members of the Board to get an understanding of how they safeguard children and young people in their particular agency. This can be discussed and decided with your 'buddy'. Other meetings will be arranged as required by the LSCB Business Manager, who will be available to you at any time to discuss practical issues or your contribution to the Board.

A basic understanding of child protection procedures is required and it may be prudent for you to attend some of the LSCB training in your first six months which will give you a understanding of child protection issues in your area. You should discuss this with your 'buddy' who will define what is available and suitable for you to attend.

If you have any concerns or issues which have not been suitably answered by either your 'buddy' or the LSCB Business Manager, you should ask the LSCB Business Manager to contact the LSCB Independent Chair on your behalf.

#### Contact details:

Your Buddy is:

Contact:

LSCB Business Manager is:

Contact:

Lesley Perry

[Lesley.Perry@redbridge.gov.uk](mailto:Lesley.Perry@redbridge.gov.uk)

## **Section 8**

### **Further Information**

#### **Confidentiality**

All written and verbal information given to Lay Members in the course of their duties is strictly confidential. Lay Members are required to sign a written agreement, before taking up their appointment, to confirm that all information they receive will remain confidential (see **Appendix 3** - Confidentiality Agreement). Lay Members are expected to keep all written information in a secure place.

#### **Termination of Appointment of Lay Members**

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

#### **Conflict of Interest**

Lay 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 Lay Member's capacity to act without prejudice or preference in a matter. There may be a personal interest or connection which would require the lay member to refrain from participation. In the case of a potential conflict of interest where advice is required, lay members should discuss it with the LSCB Independent Chair.

#### **Term of Appointment**

Lay Members will be appointed to Redbridge LSCB for periods up to five years (and to serve no more than two consecutive terms). The position will be re-advertised and the Lay Members given the opportunity to re-apply.

#### **Expenses**

The role is a voluntary one, although out-of-pocket expenses to cover travel costs and a hot beverage for consumption during Board meetings will be reimbursed upon production of receipts to the LSCB Business Manager.

## Redbridge Local Safeguarding Children Board

### APPENDIX 1

# Lay Member Self-Assessment Checklist



### Redbridge LSCB Lay Member Self-Assessment Checklist

No		Comment / further help required	Progress
1	Have you been given or directed to - a job description?		
2	- Induction Pack?		
3	- dates of Board meetings?		
4	- current business plan?		
5	- Working Together 2015?		
6	Do you understand the Board's structure and role of the Sub-Groups?		
7	Do you have a Board member that you can contact for informal or formal discussions?		
8	Have you had an opportunity to discuss and decide on any appropriate sub-group membership?		
9	Have you met with representatives from Health (acute and community), social care, police to have them explain how they work to protect children?		
10	Do you have all relevant contact details for the LSCB Business Manager, Independent Chair, LSCCB Team?		
11	Did you have the Board papers explained prior to your first board meeting?		
12	Do you feel you have enough understanding of the role and duties of the LSCB?		
13	Do you understand how the Board is to fulfil these duties?		
14	Do you understand how you can contribute to the Board		
15	Do you feel confident enough to challenge at a Board meeting?		
16	Do you feel you understand enough about what safeguarding is to contribute to the LSCB?		
17	Do you feel you have enough information and support in helping you fulfil what is required?		

## Redbridge Local Safeguarding Children Board

### APPENDIX 2

# Lay Members Job Description & Person Specification





## Lay Member Job Description

Job Title	Lay Member		
Service Area	LSCB	Function	
Reports to	Independent Chair LSCB		
Purpose of Job			
<ul style="list-style-type: none"><li>• The Children Act 2004 established Local Safeguarding Children Boards (LSCBs) to ensure that local organisations worked together effectively to safeguarding and promote the welfare of children.</li><li>• The Apprenticeship, Skills, Children and Learning Act 2009 place an obligation on the Local Safeguarding Children Board to secure the appointment of Lay Members to the board.</li><li>• The value of the 'Lay Member' role is to represent a community interest in safeguarding children and to bring a different perspective from the professional interests to the Board.</li><li>• It is not expected that 'Lay Member' will be involved in operational decision making at the Board.</li><li>• The function of the 'Lay Member' is one of scrutiny and quality assurance of local arrangements.</li></ul>			
Major Duties & Responsibilities:			
<ul style="list-style-type: none"><li>• To prepare for and attend LSCB meetings. This will include reading documents sent in advance and familiarisation with the agenda items.</li><li>• To provide an independent voice to the meetings.</li><li>• To be a critical friend to Redbridge LSCB.</li><li>• To ask questions about the business under discussion, challenge assumptions and offer constructive criticism.</li><li>• To offer views about how the LSCB can communicate its work effectively to the local community.</li><li>• To contribute to the analysis of data and forward planning, including contributing to the annual report.</li><li>• To attend 4 daytime meetings per annum lasting 2 hours per meeting (usually on a Tuesday).</li><li>• To attend 1 Development Training Day per annum and other daytime learning events as required. To fully participate in the work of the LSCB.</li><li>• All written and verbal information given to Lay Members in the course of their duties is strictly confidential. Lay Members are required to sign a written agreement, before taking up their appointment, to confirm that all information they receive will remain confidential.</li><li>• Lay Members are expected to keep all written information in a secure place.</li></ul>			

## Lay Member Person Specification

<b>Job Title</b>	Lay Member		
<b>Service Area</b>	LSCB	<b>Function</b>	
<b>Selection Criteria</b>			
<b>Education and Qualifications:</b> <ul style="list-style-type: none"> <li>No formal educational qualifications are required, but must be able to read documents and understand complex information</li> <li>Over 18 years of age and reside in London Borough of Redbridge</li> <li>Not employed currently or within the previous 2 years by a partner agency of Redbridge Local Safeguarding Children Board.</li> </ul>			
<b>Experience/Knowledge/Skills/Competencies:</b> <ul style="list-style-type: none"> <li>Interested in Community and Social issues, preferably with experience of local involvement.</li> <li>An awareness of the role of the Local Safeguarding Children Board and what is meant by safeguarding.</li> <li>Commitment to improving the welfare and safeguarding outcomes for children and young people.</li> <li>Ability to make decisions based on and supported by available information.</li> <li>Capacity for emotional resilience, retaining sensitivity whilst dealing with information that relates to tragic or painful human situations</li> <li>Ability to understand the complexity of human behaviors.</li> <li>Good social skills and ability to work effectively with people in groups and formal meetings.</li> <li>An awareness of and commitment to equality and diversity.</li> <li>Confidence to ask questions and challenge, constructively, the views and assumptions of senior professionals.</li> <li>Ability to maintain confidentiality to the required level and adhere to local protocols.</li> <li>Ability to commit to meetings and preparation time, anticipated to be approximately four meetings per annum.</li> </ul>			
<b>Other job requirements:</b> <ul style="list-style-type: none"> <li>Commitment to attend training and other briefing events as required.</li> <li>Flexibility and availability to attend daytime meetings.</li> </ul>			



## Redbridge Local Safeguarding Children Board

### APPENDIX 3

# Confidentiality Agreement



## Confidentiality Agreement

In your role as a Lay Member, you will have access to certain 'personal and business' information which may be held in electronic format or on paper or similar hard copy, or may be spoken in face to face or telephone conversations and is of a confidential nature. The personal and business information held by LSCB and its constituent agencies are subject both to the common law duty of confidentiality (i.e. where the information is not a matter of public knowledge, and is entrusted by an individual in confidence where there is general obligation not to disclose the information without consent) and to the Data Protection Act 1998 which provides for the protection of personal information.

**For the purposes of this agreement, all personal and business information is considered to be 'confidential information', unless specifically stated otherwise.**

### CONDITIONS OF THE AGREEMENT

You are thereby required to accept and comply with the following terms and conditions:

You will maintain the 'confidential information' in the strictest confidence and will not divulge any of the 'confidential information' to any third party without the prior written permission of 'the Board'.

You will not make use of the 'confidential information' in connection with any similar activity undertaken by you or on your behalf.

You will not take copies of any document or other material (in whatsoever medium) embodying any of the 'confidential information' without the prior written agreement of the Board or Redbridge LSCB Independent Chair.

You will confirm to the Board in writing at any time on request that you have complied with these provisions and if so requested shall provide a statutory declaration to the effect that no 'confidential information' (in whatever medium) has been used or disclosed to any third party by you or on your behalf in breach of the terms of this agreement. Failure to comply with this will result in the immediate termination of your engagement as lay member and could result in civil or criminal action being taken against you.

The provisions of this agreement shall continue beyond the term of your involvement as Lay Member of Redbridge LSCB.

The restrictions on use or disclosure of the 'confidential information' will NOT apply to any information, which is already in the public domain (provided that this has not happened because of a breach of this agreement or any other duty of confidentiality).

The foregoing constitutes the entire agreement between you and 'Board' with respect to 'confidential information'. The terms of this agreement can only be changed by a written document, agreed by 'the Board' and signed by you. If at any time any provision of this agreement is found to be illegal, unenforceable or invalid in whole or in part, then the remaining portions of the agreement will continue to be binding and in full force and effect. The provisions hereof shall be governed and construed by English law, and by your acceptance hereof you agree to submit to the exclusive jurisdiction of the English Courts.

**CONSENT**

Please indicate your acceptance of the above by signing below.

**I refer to the provisions of the agreement and hereby confirm my agreement to the terms thereof**

Signed by .....

Full Name .....

Date .....

*In the presence of (signature) .....*

*Name .....*

*Occupation .....*

Redbridge LSCB  
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