

PARENT CARERS TOGETHER



Bournemouth Christchurch Poole

the voice of parent carers of young people with
special educational needs and disabilities

Parent Representative Role Description

Introduction

Parent Carers Together (PCT) is a forum of parent and carers whose children and young people have special educational needs and or disabilities.

There are various roles within the forum- our steering group, parent representatives (reps), coffee morning hosts and our wider membership.

This role description will outline the responsibilities for the parent reps of our forum.

Parents reps are expected to represent PCT and contribute to external meetings (virtual or face to face) with BCP Council, NHS Dorset (formally known as Dorset Clinical Commissioning Group) and other partner agencies.

In return, parent reps will be eligible to claim remuneration for attending external meetings but not for training or inhouse related meetings (refer to our 'expenses and remuneration' policy for further guidance). Parent reps will also be eligible to claim expenses as deemed appropriate. For example, traveling to and from a face-to-face meeting on the forum's behalf.

Parent reps will be offered regular reviews to discuss any issues or training required. Further training will be offered to those

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interested and individual training on particular tasks can also be requested at any time.

Main Purpose

To inform decision-makers about the experiences of parents and carers and to ensure that their views are fed into decisions about children's services at an operational or strategic level. Through this process parents and professionals reach a common understanding and their combined information and perspectives result in joint planning that leads to more effective services for children and young people with special educational needs and disabilities in Bournemouth, Christchurch, and Poole.

General Responsibilities

- Ability to represent all parents and carers.
- Knowledge of the issues facing disabled children and their families.
- Availability to attend meetings (virtual or face to face).
- Good communication skills. Being able to share and listen to opinions and ideas.
- Be professional and always represent the forum whilst engaging in PCT related activities.
- Adhere to confidentiality and data protection regulations.
- Respect PCT is not a campaigning organisation and will not engage in campaigning related activities.
- Ensure the relevant forum policies have been read and are adhered to.
- Complete PCT's participation training and the starter paperwork.

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- Complete the necessary training as requested by either the forum or the local authority e.g., safeguarding adults and children and data protection.
- Inform the PCT Chair if further support or training is required to assist you in this role.

Specific Responsibilities

Parent reps are to:

- Work collaboratively with other PCT parent reps and PCT steering group members for the benefit of the forum.
- Ensure the forum Admin has the necessary information to compile quarterly monitoring reports as requested by the local authority.
- Ensure the forum works in coproduction with BCP Council, NHS Dorset, and other local stakeholders by contributing to strategic meetings on behalf of the forum and writing feedback reports to members of the steering group via email (feedback template available if required).
- Provide information to parents and carers, signposting where necessary but **NEVER** offering advice.
- Ensure they do not engage in campaigning activities when representing the forum.
- Encourage SEND parents and carers of Bournemouth, Christchurch, and Poole to join our free membership and our social media pages.

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- Actively engage in PCT communication via email and our closed steering group/parent rep Facebook group (if parent rep uses Facebook).

Amended March 2023