



Parent carer representative

Purpose of the role

To attend meetings of strategic and operational groups to represent the views of a wide range of parent carers in Sheffield.

Main activities

- Attend regular meetings of a specific strategic group
- Read summaries of parent feedback and other relevant research supplied by SPCF
- With the support of SPCF staff and volunteers, gather the views of a wide range of parent carers (e.g. by attending SPCF outreach events or coffee mornings)
- Read information about national and local policy changes provided by SPCF
- Prepare for meetings by reading any relevant papers (e.g. agenda, minutes of previous meeting, briefing papers)
- Read minutes of meetings you have been unable to attend to ensure you keep up to date with discussions
- Provide brief written feedback on meetings attended by filling in a proforma supplied by SPCF. Where parent carer representatives are accompanied by a member of staff, that member of staff will usually provide written feedback. Where there are two volunteer parent carer representatives on a group, it is expected that they will take it in turns to provide written feedback.
- Provide verbal feedback to appropriate SPCF reference groups and meetings, and act as a link between these groups and the strategic group.

Skills and experience

- Experience of being a parent or carer of a child or young person with a special educational need or disability (SEND)
- Experience of accessing relevant services for children with SEND in Sheffield
- An ability to maintain confidentiality
- An ability to represent a wide range of parents' views and not just their personal experience
- An ability to listen to others and express views in a constructive and polite manner
- A basic understanding of the issues to be discussed by the group

Training provision

- Volunteer induction
- Shadowing a more experienced parent rep
- Webinars
- Other training as required

Support:

- Support from volunteer coordinator
- Shadowing programme
- Annual meetings with volunteer coordinator

Availability

- Approx. 4 hours per month during school hours, term-time only

Location

- Physical meetings usually take place in the Moorfoot building
- Virtual meetings take place on Zoom or Teams; reps will need to have access to a quiet space.

Main point of contact

- Laura Gillespie, Chair
Email laura.gillespie@sheffieldparentcarerforum.org.uk
- Eva Juusola, Director of Operations
Email eva.juusola@sheffieldparentcarerforum.org.uk
Telephone: 0300 321 4721

Appendix

In addition to the Volunteer Policy, the following points apply:

SPCF aims to provide at least two parent carer representatives per group (subject to the group's terms of reference) who between them can cover a wide a range of experiences.

SPCF reserves the right to rotate parent carer representatives in order to enable a wide range of voices to be heard.

SPCF reserves the right to request feedback on the performance of its parent carer representatives from the chairs of meetings attended.

As a parent carer representative, you can expect to:

- be accompanied to meetings by another parent representative and/or a member of staff (where possible, and subject to the group's terms of reference)
- receive information about the group you have been asked to join, e.g. membership, terms of reference, dates and frequency of meetings (where possible)
- receive any relevant papers (agendas, briefing notes, parent feedback etc.) at least 5 working days before a meeting (if available)
- receive any relevant papers as hard copies if you prefer this to email (please inform SPCF staff)

As a parent carer representative for SPCF, you are expected to:

- raise any questions with SPCF staff well in advance of meetings
- refer to personal experience only to illustrate a point, and not use meetings to resolve personal issues or air grievances. Where possible, refer to other parents' experiences rather than your own.
- maintain the confidentiality of any confidential information which you learn as a result of being a member of a group. If you are unclear about whether or not information that you have access to is confidential, please seek clarification from the chair of the group.