

Children with Disabilities Service (CWDS)

Parental Engagement Meeting

Terms of Reference (TOR)

1.0 Aim:

The parental engagement meeting will provide a forum for parents to discuss Short Breaks and issues around support. We will be looking at future developments of Short Breaks provisions and feedback, providing an inclusive environment whereby Social Care, parents and providers can discuss current and future provisions.

The meeting is led by CWDS in conjunction with parents who have children known to our team and Bexley Voice.

2.0 Who can attend:

Bexley families with children aged 0-18 who are known to CWDS and meet the threshold of severe and profound/complex needs.

Parents and carers of children who attend specialist school provision with severe and profound/complex and physical needs.

Parents and carers of children who are home-schooled with severe and profound/complex and physical needs.

3.0 Scope of responsibility:

The CWDS Parental Engagement Meeting would:

1. Provide an open forum to discuss the needs of the children.
2. Discuss what is currently in place and opportunities to expand on this.
3. Create an avenue for parents to connect and share information and ideas.
4. Offer the opportunity for providers to come and discuss holiday/play schemes.
5. Provide support for parents and carers for children with disabilities.
6. Plan the future of Short Breaks for children in Bexley.

7. Be a way to enhance communication between the Social Care team to collaborate and provide feedback to parents.
8. Look at what is working well and what we are worried about as part of the feedback.

3.0 Accountability:

Confidentiality - any discussions will be confidential but any safeguarding issues will be escalated as required.

This is not a forum to discuss individual circumstances or address personal issues; however these could be used as an illustration. In the first instance, these should be raised with your Social Worker and then escalated to management.

4.0 Frequency of meetings:

Meetings are held quarterly at the Civic Offices for **1 and a half hours**.
Usual time is **9.30am - 11am** on a Friday, with the exception of the school holidays.

5.0 Chair:

Meetings will be chaired by a CWDS management representative and a parent representative from Bexley Voice.

7.0 Agenda Items:

The agenda will be prepared and supporting documents will be sent out at least 14 working days in advance of the meetings.

The minutes will be sent 2 weeks after the Parental Engagement Meeting has been held.

CWDS management and the parent representative from Bexley Voice to discuss the agenda for the next meeting after the minutes are sent across.

Parents are welcome to share/bring agenda items to be discussed using the strength-based approach of Signs of Safety of what's working well, what are we worried about and next steps.

8.0 Review:

TOR will be reviewed yearly or in keeping with changes within the service.

9.0 Future Dates:

28th January 2019: 9.30am – 11am

29th March 2019: 9.30 am– 11am

28th June 2019: 9.30am – 11am

11th October 2019: 9.30am – 11am