

Terms of Reference

Lincolnshire



Young Voices

Inspiring Change

*Making a difference for children and young people with
SEND in Lincolnshire*

1. What we want to achieve (our purpose)

Our group wants to do these things:

- Work on issues and difficulties young people with SEND face and work with others to improve these
- Raise awareness by working in partnership and by regular updates on social media (Facebook/X)
- Inspire young people with SEND

2. We will do this by...

- ❖ Developing and progressing a Service Plan
- ❖ Representing SEND and advocating on strategic boards
- ❖ Keeping a record of our meetings and other events and engagements we attend
- ❖ Measuring our impact and reporting to senior managers
- ❖ Celebrating our achievements
- ❖ Promoting our group widely to raise awareness and encourage new members

3. Membership (who is in the group)

Young people/young adults with SEND:

- New members may come along to a meeting to observe and see if they wish to come back and get involved
- Members will have their own lived experience of SEND
- Members will be 14-25 (members may remain beyond this as experienced mentors)
- Members have equal value & everyone's voice matters, everyone has something to give. All needs are welcomed and valued.

- Members are encouraged to take on tasks for the group that use their skills and interests
- Membership should not cost and reasonable expenses can be claimed (members or a parent/carer will need to set up on the County Council finance system)

Adult supporters:

- ✓ Staff support allows members to connect with people who make decisions and help our meetings run safely.
- ✓ Carers may attend meetings to support need and encourage participation (not to promote own ideas)
- ✓ Additional speakers may be invited by the group to share their work/support the Service Plan.
- ✓ Staff/Co-Chairs will ask members about best ways to communicate e.g. preparing papers or resources and contacting to make arrangements.

4. Members responsibilities (what you will do)

You will be expected to:

- Attend most meetings & contribute/share your ideas/experiences (meetings need a minimum of 5 persons)

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- Be respectful & kind and encourage others to share their ideas
- **not share any sensitive, confidential** information you hear in meetings
- If you agree to do a task for the group, please complete this in a timely manner & update the group
- Respond to communications from the Co-Chairs
- Tell someone (staff/carer/Chair) if for any reason you are not happy with how you are treated or how the group is run

Safeguarding

Any disclosure or sharing of things that are of serious concern about a member's safety or well-being, such as abuse or neglect, would need to be shared with other professionals which may result in action being taken to ensure their safety i.e., some involvement of services.

Comments & complaints

Please try to resolve any issues first but if this is not possible you can make a formal complaint by visiting the website:

<https://www.lincolnshire.gov.uk/comments-feedback/make-complaint>