

## **OxPCF Code of Conduct and Agreement**

### **Aim of the Forum:**

We believe that 'Every Child Matters' and that all disabled children and young people in Oxfordshire should have access to the same opportunities, experiences and information as any other child.

We seek and listen to parent carer concerns and experiences of local Special Educational Needs and Disability (SEND) provision and we feed this back to the council's senior SEND committees and boards through our volunteer parent carer representatives (VPCR) who attend these meetings.

Through this activity we aim to co-produce with our strategic partners solutions and services that will achieve better outcomes for children and young people with SEND and their families.

### **Good Practice:**

- All volunteers will be DBS checked and asked to sign an agreement.
- As a general rule all meetings etc will be attended by a minimum of 2 people to ensure good governance, accountability and as a backup if someone cannot attend at the last minute.
- All volunteers (including steering group members) will have clearly identified roles and will actively liaise with other volunteers linked to the same/similar activities to ensure joined up thinking, accountability and continuity.
- All volunteers should listen, respect others' opinions and support shared decision making within OxPCF.
- All correspondence (except in respect of attendance at meetings, day to day admin etc) to be sent on behalf of the forum must be agreed with the co-chairs and sent from the main office email address.
- All volunteers will receive regular updates about feedback received by OxPCF to inform their contribution at meetings and events.
- All volunteers should have experience of SEND provision in Oxfordshire as a parent carer

### **All individuals representing or working on behalf of OxPCF must:**

- Maintain confidentiality about the content of meetings attended (issues and meetings can be discussed within OxPCF Steering Group, staff and volunteer parent carer representatives as appropriate).
- Uphold the values of OxPCF.
- Represent the views of a wide range of families and a broad range of views and experience, that may not always reflect their own.
- Not solely represent the needs, wishes and views of their own family (it is acceptable to use their own situation as an example). They should not seek to promote their own child or young person, personal, religious or political aims or their own organisation whilst representing the forum.
- Be accountable to the steering group who endeavour to ensure policies and procedures reflect the primary aim of better outcomes for families.
- Be active members of OxPCF.
- Attend meetings as agreed and advise the co-ordinator if unable to attend in order to arrange an alternative.
- If attending meetings virtually be mindful of representing OxPCF in a professional manner and where possible ensuring they are conducted in a private space.
- Attend induction and further training as appropriate.
- Keep abreast of up to date information and resources about local SEND feedback, experiences and issues to inform their role.
- Record and share through the agreed channels: key decisions; issues discussed at meetings; and any actions to be undertaken by yourself or the steering group.
- Discuss and agree any written response or communication from/on behalf of OxPCF and intended for an external audience (eg strategic partners, funders, parent carers etc); before sending any communication a draft should be reviewed and agreed through the agreed channels; until a positive response is received the communication must not be sent out.
- Raise any major concerns about events attended with the coordinator
- Raise any safeguarding concerns with the coordinator or forum chairs

### *Where possible they may also*

- Share and promote opportunities for parent carers to feedback, respond to surveys and informally gather information about experiences of SEND in Oxfordshire.
- Independently gather parent carer views about local SEND issues and experiences and share with OxPCF either anecdotally or in a more formal way.

## **Failure to Follow Code of Conduct**

Failure to follow this Code of Conduct may damage OxPCF and in the event of an alleged breach of this Code of Conduct, any investigation or action will be undertaken in the first instance by OxPCF co-chairs. If that is not appropriate the investigation will be deferred to OxFSN. Based on the outcome of the investigation, a range of actions may be taken from seeking appropriate training and support for the individual member, to asking them to permanently step down, depending on the severity and impact of any alleged breach.