

Child Safety Education Coalition (CSEC) Terms of Reference

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1. Introduction

The Child Safety Education Coalition (CSEC) purpose is to encourage, promote and support activities which contribute to a reduction in unintended injuries to children and young people from 0-18 years of age. CSEC is hosted by the Royal Society for the Prevention of Accidents (RoSPA) in partnership with the National Children's Bureau (NCB) on behalf of the Department for Children Schools and Families (DCSF). It brings together a wide range of providers of safety education with the aim of encouraging new and high quality provision of practical safety education; co-ordinate new and existing provision of practical safety education; and encourage take up of this provision in England, so that more children and young people have access.

The objectives of the Coalition are to:

- Define 'high quality practical safety education' for children and young people
- Increase the distribution of 'high quality practical safety education' for children and young people
- Increase the capacity of 'high quality practical safety education' for children and young people
- Increase the take up of 'high quality practical safety education' by children and young people
- Increase provision of high quality practical safety education for hard to reach, disadvantaged, disabled and 'in-care' children and young people
- Make explicit the links between high quality practical safety education and safety education in school through the learning objectives in the PSHE school curriculum
- Research and evaluate the most effective types of practical safety education techniques

CSEC works to achieve its objectives in a number of ways:

- Policy and advocacy work – partnership building, policy development and media work at national, regional and local levels
- Building the evidence base for effective practice – encouraging research and evaluation to identify what works; collecting, synthesizing and sharing effective practice; supporting new developments and innovations in line with the evidence
- Information sharing – disseminating information through an email network, website, newsletters, publications, conferences and training events at national and regional levels and developing resources for schools and other organisations that work with children and young people.

2. The structure of CSEC

CSEC is hosted by RoSPA.

CSEC is a membership organisation managed by a 'Manager' who will be supported by a Steering Committee. The Steering Committee will be formed from a mix of appointed and elected members. The CSEC manager will be further supported by the appointment of administrative staff and specialist coordinators as seen fit by the Steering Committee. This section sets out further details of the structure.

(See appendix A)

2.1 Membership

Membership is open to organisations whose work relates to children and young people and who have an interest in injury prevention through education.

Members of the Coalition must:

- have a child and young person focus to their work
- be working towards creating safer environments for children and young people
- agree with CSEC's Statement of Purpose and values framework
- agree to participate in the work of the Coalition and contribute to discussion and debate within the Coalition in order to further understanding of effective high quality practical safety education practice.

Members attend national meetings, contribute to policy development, take part in elections of the Chair and the Committee, receive a termly e-bulletin and use the 'Member of CSEC' logo. (See Section 4, for further information.)

An annual subscription payable by members. This fee is negotiable to ensure that no organisation or individual is prevented from joining CSEC.

To apply for membership, organisations and individuals should write to the Chair of CSEC c/o RoSPA. Their application should consist of a written commitment to the Statement of Purpose, including the aims and values of CSEC, together with information about the remit and scope of their unintended injury prevention work. The Chair and Committee will consider the application and make a recommendation to the full CSEC membership, who will be asked to ratify their decision. National membership will be reviewed every two years in the light of Section 4 of this document.

2.2 The Steering Committee

The Steering Committee is made up of:

- an elected Chair from within
- three appointed members; DCSF, RoSPA and NCB
- and up to eleven elected representatives from the membership who have timely experience useful to the project

The role of Committee members is to:

- steer CSEC's strategic development and agree policy
- identify priorities for the programme of work
- consider suggestions and feedback from the CSEC Manager, coordinators and other networks
- advise the manager and coordinators
- agree public statements within the remit of CSEC policy and make recommendations to members on key issues
- consider applications for membership
- develop agendas for CSEC meetings
- advise and support funding proposals
- act as ambassadors for the Coalition.

The Committee has the power to co-opt into the group up to four additional people if there is a need for a broader representation or for particular expertise, for example in areas such as research.

The Committee will meet six times a year. The manager will attend and service the meetings. There must be a quorum of at least 50 per cent of Committee members present at each meeting for decisions to be valid. Committee members whose organisation is in receipt of funding from CSEC may not take part in discussions or decisions where there might be a conflict of interest.

2.3 Election of the Chair and Committee

Election of the Chair and Committee members takes place every year (from the 31st March 2011, or as vacancies arise). All ordinary members are eligible for election. Members may stand in two consecutive elections, after which they must stand down, unless there is a shortage of nominations.

Nomination forms will be sent out to all Committee members three months before the elections. Those wishing to stand should fill in an application form, providing the following information:

- a short biography, listing the skills and experience they can offer the Committee
- the name of a Coalition member supporting their nomination
- confirmation that, where necessary, they have their organisation's consent to stand for election.

A ballot of the full membership will be conducted by RoSPA's Company Secretary on behalf of CSEC.

2.4 CSEC's management team

The management team is made up by:

- The CSEC manager
- CSEC Coordinators
- Two support staff

CSEC's management team, based at RoSPA, and has the following functions:

- to work with the Chair, Committee and members to develop the strategic direction for the Coalition and implement an agreed work plan
- to represent the Coalition at meetings and with partner organisations including government
- to service regular CSEC meetings, and occasional working groups
- to advise and support members in developing their own work, by making occasional visits or presentations to member organisations
- to share information, through regular updates, the maintenance of CSEC's email network, development of the website and regular newsletters
- to develop policy statements and other publications in consultation with CSEC members
- to monitor the Coalition's budget
- to collect and disseminate information about each member organisation through the membership directory and website
- to liaise with DCSF's, RoSPA's, and NCB's media department to handle enquiries and issue press releases
- to manage the coordination programme
- to manage the development of the website
- to make presentations at conferences on behalf of the Coalition

2.5 Young Peoples Advisory Group

The CSEC Young People's Advisory Group will ensure that the representative views of children and young people are integral to all aspects of CSEC policy, strategy and delivery. The development of a prominent forum and a means through which its voice can be heard will provide DCSF and the CSEC community more widely (including schools, local authorities, community groups and parents), with first-hand knowledge of children and young peoples' views on child safety education issues, strategies, effective practice and desired outcomes.

2.6 Parents and Carers

Parents and Carers will be encouraged and supported to participate nationally, regionally and locally.

2.7 Funding

CSEC has received funding from the Department for Children Schools and Families (DCSF). CSEC aims to establish a broad funding base in order to develop and ensure sustainability of its work programmes and maintain independence. This will include seeking both corporate and trust funding.

3. Method of working

3.1 Working ethos

CSEC is based on principles of openness and participation. The Coalition seeks to maximise trust and communication among members and to facilitate joint working and the sharing of expertise. CSEC's members represent a wide range of views about high quality practical safety education and the prevention and reduction of unintended injury. The Coalition aims to encourage dialogue and debate among members so that differences are discussed openly and respectfully. All meetings and activities are conducted in line with CSEC's values framework as set out in the Statement of Purpose.

3.2 General meetings of the Coalition

General meetings take place three times a year, with the purpose of discussing policy and sharing information and practice as well as professional development. Each member organisation or individual nominates one representative to attend these meetings on its behalf. Guests and observers may be invited to attend and contribute by the Chair, including organisations that are considering applying for membership. Only general members are eligible to vote at meetings. For decisions to be valid there must be a Quorum. A quorum will be constituted where the vote is taken by a minimum of 50% of the eligible Coalition Membership.

Relevant government departments and funding agencies are also able to send observers and receive regular updates. In all events the Chair will have the authority to query the presence of an observer.

CSEC also holds occasional seminars and conferences, which allow a wider audience to attend by invitation.

3.3 Working groups

The Coalition will, from time to time, establish working groups, which are drawn from CSEC's membership, although non-members and observers may also be invited to join these groups. Working groups will make their recommendations to the Steering Committee.

3.4 CSEC consultants

The Coalition may use consultants and advisors for particular pieces of work. Where funding is available for a specific piece of work, CSEC members will be invited to tender in the first instance through an open process. Consultants are appointed and paid under DCSF Guidelines.

3.5 Policy statements

New policy statements are developed and agreed through discussion and dialogue at CSEC meetings, seminars, working groups and through e-dialogue. Policy statements will be published listing the names of all supporting organisations. The Chair and Committee may agree other public statements on behalf of CSEC members, if they reflect current policy as agreed by other members. Wherever practicable all public statements will be made through the relevant press or media channels of DCSF, RoSPA and NCB.

3.6 Consultation with members

Wherever possible, members will be consulted and invited to give their comments on documents, publications or resources produced by CSEC. The Chair and/or CSEC Manager have the authority

to sign off publications, provided they reflect the current Statement of Purpose.

3.7 Media and other public statements

In line with the Communications Strategy, only the Chair and CSEC manager are authorized to make public statements on behalf of CSEC. The Committee may be asked to endorse the issuing of public statements if the Chair and Chief Executives at RoSPA or NCB consider it appropriate. Member organisations and their representatives may speak on behalf of CSEC if invited to do so by the Chair or CSEC manager.

3.8 Use of CSEC logos

All CSEC logos are to be used as follows:

- The CSEC logo is for use by the CSEC Manager and Coordination teams on their communications (letters, emails, faxes, etc.) and on publications that have been approved by the Chair and Project manager.
- The 'Member of CSEC' logo is for the use by CSEC members and may be added to their letterheads, websites, and other communications and publications.

In line with charitable law requirements, CSEC stationery and publications will include the RoSPA and NCB logo and charity number.

4. The rights and responsibilities of membership

The success of the Coalition is dependent on the active participation of members and their representatives. Members are able to draw upon and expected to contribute to the resources and expertise of the Coalition.

4.1 Rights

CSEC members and their representatives are entitled to:

- attend three Coalition meetings a year
- be included in the CSEC Directory and membership list on the website (with links to their own websites)
- receive news and information about activities and resources as published on the CSEC website
- belong to the national CSEC email network, which will provide regular updates on news, information, research, resources, conferences and training, and enable CSEC members to submit information and/or requests for information or support
- receive regular reports from the Project Manager
- contribute to discussions of policy, responses to consultations and the development of resources and other projects

On joining the Coalition, new members will be offered:

- the membership directory, the Statement of Purpose, and minutes of the past year's meetings
- an introduction by the CSEC Manager, or representative, to the work of the Coalition.

4.2 Responsibilities

Each member or member organisation will nominate one representative to the CSEC. Member organisations and their representatives will be expected to:

- attend meetings or send apologies, with a minimum attendance at half of the meetings over a two-year period
- contribute to the work of the CSEC through, for example, taking part in working groups, responding to requests for information, making presentations to CSEC meetings, seminars or conferences, disseminating resources and responding to consultations
- represent their expertise or the expertise, views and relevant knowledge base of their organisation
- undertake any necessary work to secure endorsement from their organisation of policy statements
- report back to their organisation on the work of CSEC, representatives having the authority within their organisation to disseminate and effect action on Coalition matters

- maintain continuity of representation and ensure that new representatives are thoroughly briefed
- uphold the values set out in the CSEC values framework
- pay expenses to allow their representatives to attend CSEC meetings.

5. Dissolution or change of status

In the event of CSEC formally deciding to dissolve, the Chair will notify DCSF of its intentions and comply with DCSF's advice on a range of issues including personnel and finance matters.

Appendix A
Structure 01/01/2009

