



Panel Member Online Application Form: Guidance for Applicants

1. Application Form

To support applicants completing the online application form, the following guidance has been developed which will sit on the dedicated section of the Panel Member recruitment site.

This will include guidance, as outlined below, on:

- accessing the digital application form and what should be expected
- guidance to applicants to assist in completion
- guidance to selectors on the content of the form

2. Panel Member Application Guidance

Thank you for your interest in applying to volunteer with the national Children's Panel!

Your information will be securely stored on an online portal and will require you to register and set up passwords to access your own application. This will be similar to online banking or online shopping.

People who are shortlisting all applications will not see your personal details (name, address, gender) – these will be redacted to ensure fairness in selection.

3. Welcome to the Volunteer Recruitment Portal

You will now see a page with: **Current Vacancies**

- ⇒ Please select the role of **Panel Member**
- ⇒ Select the **vacancy** in a **local authority** (where you live and/or work and wish to volunteer)
- ⇒ You will be asked to provide the following information, with an explanation provided: **Name and Gender**
- ⇒ You are now ready to start application



Remember you **must 'SAVE'** each completed section. You can move backwards and forwards through the sections by pressing **Previous or Next**.

A green  **Success button** will appear after pressing Save



There will be a limit of 5120 characters for some sections – equivalent to approx.. 500 words.

4. Personal details

Occupation Details:

Employed, full or part time or self, Retired, Home parent/carer, Student, Unemployed
Volunteer: Yes or No

Please outline your role and responsibilities of your current occupation

Please provide more than the title of your role. Here please explain or break down what you do eg as a nurse – it means organise, delegate, feedback, listen, work with others.

Roles and responsibilities of previous occupation (if applicable):

Here outline what you did eg as a delivery driver – it means meeting deadlines, talking to customers, working with colleagues, making decisions, listening to orders.

If you are currently in employment, have you discussed volunteering with CHS with your employer?

We ask this to ensure that your employer supports your application and understands the possible implications of you taking on this role. You may wish to have your employer's support to allow you to **commit to the five days** of Pre Service training which takes place before you become a Panel Member (January until March 2023). As a volunteer Panel Members, Children's Panels normally are held during weekdays, Monday – Friday, between 9am-5pm, depending on the local authority area. You are asked to commit to up to two half day sessions per month.

Please provide details of any Registration (current or previous) you might have with other Professional Bodies e.g. General Teaching Council, Scottish Social Services Council

Some jobs require registration with a body and we would ask that you share this information with us.

Conflicts of Interest

Conflicts may be manageable at a local level – but please be open about any possible conflicts which we can explore with you later. Conflicts are those which children, young people or families may consider you to not be able to give a fair decision (due to your work, volunteering or people you may know).

I confirm I am not on the list of those disqualified from working with children under the PVG (Scotland) Act 2007.

If you are unable to agree to this statement, please contact:

catherine.goodfellow@chs.gov.scot

PVG Scheme

Are you currently a member of the PVG scheme?

If yes, please enter your PVG number (*you can save and return to this section*).



Once you have completed this section, you **must Save** to move to the next section.

Your Local Community

Please enter info about your connection to the local area to which you are applying.

Please give details of your knowledge and links with the area and community.

Please describe what you know and understand about the local area for which you are applying, about issues locally which might be faced by infants, children, young people and families.

5. Personal Statement

The following section will be used to assess your application against the nationally agreed competencies for Panel Members. These can be found [here](#) on our website.

Please answer as completely as possible, using examples, within the stated word count.

- Your examples can be from whichever aspect of your life you consider most relevant; person/family life, work or study or volunteering roles.
- To help selectors, please find below some guidance to complete your application which meets the criteria and what selectors will be looking for in your answers.
- This section is for you to give information about yourself – and how you can demonstrate that you could become an empathetic Panel Member.

5.1 Relating to children and young people

Here please give actual examples of any occasion when you have been involved with or supported infants, children, young people. This might be your own experience of volunteering, working or studying, as part of your family or with friends.

Please give examples of any experience you have with infants, children and young people. This will help selectors understand your approach, how you care for and value infants, children and young people.

This is an opportunity to highlight why you wish to be a Panel Member, **why** you have applied – to let selectors understand **your motivation and interest** in the Children's Panel.

5.2 Communication

Tell us about how you communicate and how you work with others.
Give examples of any time you have spoken/given your views in front of others: at school, seminars, family occasions, in sport, volunteering, at work.
How do you interact with others, if you have worked as part of a team?

5.3 Describe how you make an important decision which affects others.

Tell us about a time when you have had to make an important/difficult decision. What did you do and what did you take from this experience?
Explain about an important decision: you do not give need to specific personal detail, but just describe how you dealt with this, how you reached the decision, what made it important to you and others eg such as speaking to the school about a child, deciding to change job, move house, how did the decision affect others.



Once you have completed this section, you **must SAVE** to move to the next section

6. Additional Information

Please provide the following information in relation to where you wish to serve as a Panel Member; training availability, previous Panel Membership; eligibility to work in the UK and any adjustment required for interview.

This will confirm where you wish to serve as a Panel Member.

If you wish to change this, please contact: chsrecruit@chs.gov.scot

6.1 Availability for volunteering?

Please indicate in a typical week when you might be available for volunteering with CHS. Please select as many options as possible. You will be required to do **no**

more than two sessions per month and rotas are normally prepared two or three months in advance to give plenty of notice.

Please provide availability for as many sessions as possible. You will not be asked to commit to all sessions, but we need as many options as possible to plan the rota.

Hearings sessions are based on both virtual and face to face hearings. Training will support both types of sessions.

6.2 You will be asked to respond to the following questions.

- If appointed, will you be able to attend the training dates?
- As part of the current recruitment campaign, have you applied to serve in another local authority area?
- Do you require any adjustments for interview (please provide details of any adjustments you may require)?
- Do you have previous experience of the Children's Hearings system? (for example as a former Panel Member, an individual with lived experience of the care/hearings system or as someone who has attended in a professional capacity?). If yes, please give details

Details here are just based on what your own experience is – not specific details but so that we know who is applying. This helps us to know if we attracting people who have direct experience of the hearings system.

- How did you hear about the role you're applying for?

Please tell us how you found out about this role. This helps us to know where to promote opportunities in future campaigns, what was successful etc.

7. References

You are required to provide **two** references in order to be appointed to the national Children's panel. Please give the names of **two people** to whom you are known

personally (ideally for **at least two years**) and who will provide a reference as to your suitability to carry out the role of a Panel Member.

These persons **should not** be a partner or related to you, and only one may be a friend. Please make sure that you have the **agreement of the referees and know they are available to provide a reference**.



8. Declaration and Complete Application

I declare that the information provided is, to the best of my knowledge correct and I consent to it being used and verified for the purposes set out above. I understand that any statement is false or misleading or I have withheld relevant information, my application may be disqualified.

Once you have completed this section, you **must SAVE** to move to the next section.

Please check that all sections have been completed.

Submit



You should then receive an email to confirm that your application has been submitted.

Thank you for applying to the Children's Panel. We do need people like you to apply. We do normally receive a large number of applications in certain Area Support Teams and numbers recruited will depend upon the vacancies in each Area.

Thank you for dedicating time to complete and submit an application to join the Children's Hearings system as a Panel Member.



If you should wish to provide any feedback, please contact:
catherine.goodfellow@chs.gov.scot