

# SAFEGUARDING TRUSTEE SUB-COMMITTEE

## Terms of Reference

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This purpose of this Safeguarding Sub-Committee of Trustees is to support and assist the Congregation Trustees in discharging their duties in safeguarding, in accordance with the trustees legal and regulatory duties, Trust Deed, Charity Commission guidance, and operating within the standards, policies and procedures of the Catholic Safeguarding Standards agency.

### Chair and composition of Sub-Committee

The Sub-Committee is chaired by Mr Paul Northcott a Safeguarding Professional. There shall be at least five members and no more than 15 members and must include a member of the Trustees as a member.

The members of the sub-committee shall be drawn from a variety of backgrounds, ensuring that the membership has the appropriate combination of skills, experience and knowledge to effectively discharge their duties as a Sub-Committee.

The Congregational Safeguarding Co-ordinator will be expected to attend meetings of the Sub-Committee to advise and support members, and therefore Trustees, but will not be a member of the Sub-Committee.

At the discretion of the Chair, after consulting with The Trustee Board, other representatives from other agencies such as Police, Probation, local authority healthcare or others may be invited to attend meetings. These representatives would be there in an advisory capacity only, to provide professional commentary on the work of the Sub-Committee and would not have the rights or responsibilities of members. This would mean that in the event of a decision being made, the representatives would not be entitled to vote, and would not be responsible for decisions made at meetings as they can only ever act in an advisory (not executive) capacity.

All who attend meetings of the Sub-Committee shall be bound by confidentiality and GDPR regulations, as well as being expected to commit to following the Charity's policies including those on Health and Safety.

### Recruitment and Appointment

Appointment of the members is made by The Trustee Board and the organisations usual procedures for recruitment will apply. *This will include but is not limited to being conditional upon a satisfactory Disclosure and Barring Service Check ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters, for eligible members. Continued membership of the Sub-Committee is conditional on satisfactory periodic update DBS checks.*

The Committee will identify the agencies from which representatives would be welcome or required. At the instruction of the Chair, the safeguarding co-ordinator may be asked to identify individuals to be considered for invitation to attend. There shall be an induction process for all new members or attendees.

## Term of office

Each member of the Sub-Committee shall serve for a period of 4 years and shall serve no more than 2 consecutive terms. The Chair shall serve as a member of the sub-committee for at least year before being appointed and if the Chair is appointed in his final term of office as a member, he may serve one further term of office.

A member's term of office may end due to the completion of 2 terms of office (which will be an automatic termination), resignation in accordance with the organisation's usual procedures, or by removal from office by Trustee Board in accordance with the Trust Deed.

The decision of Trustee Board shall be final.

## Duties and responsibilities

The duties and responsibilities of the sub-committee is to advise Trustees on:

### Planning:

- Development and publication of the 3-yearly Safeguarding Implementation Plan, and its annual review;

### Strategy for:

- prioritising the support of victims and survivors;
- seeking and supporting the engagement of those harmed by abuse through contact with the Church body;
- engagement with key stakeholders including parents/guardians, children/young people, volunteers, relevant organisations in the community and the CSSA;
- How best to improve and maintain the safeguarding culture within the Church body;
- promoting the organisation's strong commitment to safeguarding, compliance with national standards and other key safeguarding messages, throughout the Church body, using various communication channels;
- ensuring that all roles, and beneficiaries, know about safeguarding and the protection of people;
- ensuring accountability through ongoing monitoring of compliance with safeguarding policies and procedures [including day to day operational compliance at parish level];

### Performance:

- Evaluating safeguarding performance information. This will be derived from data provided by the Safeguarding Office (as a minimum this is to include DBS checks, attendance at mandatory training, Safeguarding Plans, compliance with reporting to statutory authorities in accordance with national safeguarding policy and procedure, gaps in service delivery due to resource or other deficits;.
- Reports received from CSSA on audit and performance, including developing action plan to respond to any areas where improvement or enhancement is required.

**Training:**

- The safeguarding training and development needs for all roles working directly with children and adults at risk, and the local strategy for addressing these needs, including identification of opportunities to collaborate and share learning with others;

**Risk:**

- Risks to beneficiaries, or anyone else connected with the Charity, as a result of safeguarding related matters - for inclusion on the risk register, along with how these risks can be mitigated or managed;
- Near-misses and serious incidents, and on learning arising from reviews of these situations;
- Providing a sounding board for advice where operational concerns arise that could lead to increases in risk e.g. non-compliance of parish or other groups (including non-diocesan groups);

**Other areas of operation:**

- operate a risk assessment process for blemished DBS Disclosures and supporting the safeguarding office in decision making;
- act in a case advisory capacity and consider the need to formally seek advice from the CSSA;
- Consider resourcing for the safeguarding office and parishes, within the constraints and parameters of the overall (diocesan/congregational) budget.
- [management of counselling or other survivor support subject to financial limits as set by Trustee Board]

The Sub-Committee will formally report to the Trustees at each Trustee meeting and to Trustees at such other times as urgent matters arise. The Sub-committee will also receive and act upon recommendations or instructions from the full trustee body.

## Matters reserved to Trustees

Certain matters will be reserved to Trustees and not delegated to the sub-committee, namely:

- Serious incident reporting, as the scope of matters requiring reporting is much wider than safeguarding matters;
- Approval of new policies and procedures.
- Financial budgets, which will be approved by Trustees, however the Sub-Committee may be asked to take part in the overall budget setting processes and procedures;
- Service provision complaints (in line with the CSSA policy);
- Liaison with insurers/solicitors regarding claims.

## Administration

The Sub-Committee shall meet 4 times per year in accordance with the Trust Deed or Trustee Board directive and minutes of the meeting shall be recorded. At each meeting there shall be a declaration of Conflicts of Interest (where any arise) and a register of these shall be maintained.

The Sub-Committee shall maintain a risk register for risks associated with safeguarding in the Charity. This shall be regularly reviewed and updated and will form part of the overall risk register for the Charity.