

STANDARD 1



Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

1.2.2 The entity appoints a Safeguarding Committee at the highest level of leadership to oversee the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices.

Sample structure and wording for Safeguarding Committee Terms of Reference.

1 Authority

- 1.1 The Safeguarding Committee is a formally constituted Committee within **[Insert name of Church entity]** reporting to the **[Insert name of Church Authority]** / chaired by **[Insert name of Church Authority]**.
- 1.2 The Safeguarding Committee has delegated authority to oversee and monitor policies, procedures and practices which safeguard children engaging with **[Insert name of Church entity]** and to ensure safeguarding functions are embedded in the governance structures and practices of **[Insert name of Church entity]**.

2 Membership **[this will vary depending on entity structure and governance]**

The Committee has a maximum membership of **XXXX** comprising:

- 2.1 Chairperson (could be Safeguarding Coordinator, or a member of the Congregational Leadership Team or a PJP Trustee, or a Board member, or an independent/external person appointed by the Church Authority)
- 2.2 Other members may include:
 - Church Authority or delegate
 - Vicar General
 - Nominated operational personnel (including Safeguarding Co-ordinator if not already included as chairperson)
 - Independent/external members with expertise in safeguarding or child protection or organisational culture or offender management, etc
 - Parish/congregational/ministry representatives (may be parish priest or parish pastoral associate or representative from CatholicCare/Centacare/Catholic Education/other ministries)

3 Purpose

The Safeguarding Committee:

- 3.1 Oversees the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices, in relation to all children engaged with **[Insert name of Church entity]**.

- 3.2 Co-ordinates annual self-audits at a local level (parishes, ministries and/or congregational works) of compliance with **[Insert name of Church entity]** requirements, in line with the National Catholic Safeguarding Standards.
- 3.3 Monitors, tracks progress and reviews the Safeguarding Implementation Plan for **[Insert name of Church entity]**.
- 3.4 **[optional depending on entity structure]** Provides support and advice in relation to complaint handling, including responses to and support for all persons affected by reported/alleged incidents relating to breaches of child safeguarding.

4 Responsibilities

The onus of the Committee is to support **[Insert name of Church Authority]** to fulfil their responsibilities in relation to safeguarding by:

- 4.1 Identifying and contributing to the development and/or ongoing review of a Child Safeguarding Policy, Commitment Statement and appropriate elements of a Code of Conduct.
- 4.2 Contributing to the development of the **[Insert name of Church entity]'s** Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices.
- 4.3 Monitoring, tracking progress and regularly reviewing the Safeguarding Implementation Plan.
- 4.4 Supporting the **[Insert name of Church Authority]** and **[Insert name of Church entity]** to implement all aspects of the National Catholic Safeguarding Standards.
- 4.5 Monitoring local and national implementation of safeguarding legislation and policy to ensure practice is appropriate, effective and consistently applied across **[Insert name of Church entity]**.
- 4.6 Identifying and building strategic associations in relation to safeguarding between relevant areas of the **[Insert name of Church entity]'s** works/ministries.
- 4.7 Ensuring children are given opportunities to understand and contribute appropriately to the **[Insert name of Church entity]'s** safeguarding practices.
- 4.8 Supporting the **[Insert name of Church Authority]** and **[Insert name of Church entity]** to engage and openly communicate with families, carers and communities about **[Insert name of Church entity]'s** child safeguarding approach, including receiving input and feedback on the effectiveness of the approach.

5 Term of Office

- 5.1 Members are appointed for a term of two years.
- 5.2 Gaps in knowledge, skill or background of the Committee are reviewed annually and the Chair makes recommendations to the Church Authority for any necessary changes or additions to membership.
- 5.3 Members are approved by **[Insert name of Church Authority]**.



6 Frequency of meetings

The Committee meets **XXXX** times per year (with additional organised on a needs basis) *[no less than four times per year]*

7 Quorum

Five members, including the Chair, is considered a quorum for meetings of the Committee.

8 Decision making

The Safeguarding Committee will endeavour to achieve consensus in relation to matters requiring a decision.

In the absence of consensus, matters for decision by the Committee shall be decided by a majority of votes of those present.

Note:

The Safeguarding Committee does not oversee day-to-day management of safeguarding practices or the core work of the Safeguarding Co-ordinator. It does however provide strategic and skilled guidance and advice to the Church Authority and leaders, including the Safeguarding Co-ordinator.

Adapted from *Safeguarding Committee Terms of Reference: Care Quality Commission*, Care Quality Commission UK, www.cqc.org.uk

Adapted from *Safeguarding Committee Terms of Reference: Scouts UK*, Scouts UK, www.scouts.org.uk

