



Diocese of Leeds

SAFEGUARDING SUB-COMMITTEE Terms of Reference

Introduction

The purpose of this Sub-Committee of the Trustee is to support, assist and advise the Diocesan Trustee in discharging its duties in safeguarding, in accordance with the Trustee's legal and regulatory duties, Trust Deed, Canon Law of the Catholic Church, Charity Commission guidance, and operating within the standards, policies and procedures of the Catholic Safeguarding Standards Agency. The Sub-Committee will make a regular report to be shared at each meeting of the Trustee. In turn the Trustee will feed back comments (if appropriate), and, if required, will direct the Sub-Committee to consider safeguarding matters where the Trustee requires additional information, explanation or guidance.

Chair and Composition of the Sub-Committee

The Sub-Committee will be chaired by a Director of the Trustee. There shall be at least 3 members and no more than 12 members and must include two or more Directors of the Trustee (including the Chair) as members.

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

After consulting with the Bishop, the Chair will ensure that representatives from other agencies such as the Police, Probation, Local Authority Healthcare or others are invited to attend meetings.

These representatives would be there in an advisory capacity 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 every act in an advisory 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 Sub-Committee will identify the agencies from which representatives would be welcome or required. At the instruction of the Chair, the Diocesan 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 3 years and shall serve no more than 3 consecutive terms. The Chair shall, normally, serve as a member of the Sub-Committee for at least one 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 3 terms of office (which will be an automatic termination), resignation in accordance with the organisation's usual procedures, or by removal from office by the Trustee Board. The decision of the Bishop shall be final.

Duties and responsibilities

The duties and responsibilities of the Sub-Committee are to advise the Trustee 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;
- supporting all of those affected by concerns and allegations;
- seeking and supporting the engagement of those harmed by abuse through contact with the Church body;
- engaging with key stakeholders including parents/guardians, children/young people, clergy and religious, employees, volunteers, relevant organisations in the community and the CSSA and National Tribunal Service;
- considering 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.

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 the CSSA on audit and performance, including developing action plans 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 and for inclusion on the Safeguarding 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);
- Monitoring risks arising from non-compliance with legitimately imposed administrative measures or canonical penalties.

Other areas of operation to:

- 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;
- seek counsel on relevant canon law;
- consider resourcing for the safeguarding office and parishes, within the constraints and parameters of the overall Diocesan budget; and to
- propose the management of counselling or other survivor support subject to financial limits as set by the Trustee Board.

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

Matters reserved to the Trustee

Certain matters will be reserved to the Trustee 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 the Trustee, 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 Diocesan policy); and
- Liaison with insurers/solicitors regarding claims.

Administration

The Sub-Committee shall meet 4 times per year 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 Safeguarding 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.

APPROVED AT MEETING ON:

REVIEW DATE: