



SAFEGUARDING SUB-COMMITTEE

Terms of Reference

1.0 Introduction

The purpose of the Safeguarding Sub-Committee is to provide the necessary support, advice and guidance to the Bishop and the Board of Trustees in discharging their safeguarding duties, as outlined in Canon Law and in Civil Law. Specifically, the Sub-Committee will oversee the safeguarding monitoring processes in the Diocese, with the objective of continuously improving the culture of safeguarding so that we can build and maintain trust and confidence in the ways in which we ensure that children and adults at risk are kept safe. A fundamental principle of Catholic Teaching is that every human being is created in the image and likeness of God and therefore possesses an innate dignity, irrespective of his or her personal circumstances or faith. Through a series of papal encyclicals, the Church has developed this concept of human dignity to articulate essential truths about what constitutes a just society. Thus, safeguarding is a duty that is rooted in the message of the Lord and in the mission of the Church. Accordingly, the Sub-Committee aspires to the highest standards, including those laid out by the Catholic Safeguarding Standards Agency, regarding the care and protection of children and adults at risk. It supports the Bishop and the Trustees in actively promoting justice for, and assistance to, those who have been abused.

As a Sub-Committee of the Trustees, the Sub-Committee is accountable to the Board of Trustees. It will provide regular updates and reports on the oversight of its responsibilities, as delegated by the Trustees, and which are detailed in Section 6.0 of this document. The Sub-Committee will bring to the attention of the Board of Trustees the 'Reserved Matters' as detailed in Section 7. In turn, the Board of Trustees will provide feedback and if required, direct or alert the Sub-Committee to safeguarding matters that require additional consideration, explanations, or guidance.

2.0 Proposed Timeline

| | Activity | Responsible | Date |
|---|--|----------------------|-------------|
| 1 | De-commission the Safeguarding Commission | Bishop and Trustees | 20 May 2021 |
| 2 | Approve the Terms of Reference for the Safeguarding Sub-Committee (i.e. this document) | Trustees | 20 May 2021 |
| 3 | Appoint the Chair and Vice Chair | Trustees | 20 May 2021 |
| 4 | Appoint Trustee members to the Sub-Committee | Trustees | 20 May 2021 |
| 5 | Appoint representatives to the Sub-Committee | Chair and Vice Chair | 21 May 2021 |
| 6 | Hold the first meeting of the Sub-Committee | Chair and Vice Chair | 25 May 2021 |
| 7 | Revised Safeguarding Plan presented to the Trustees | Chair and Vice Chair | July 2021 |
| 8 | Approve the Safeguarding Plan | Trustees | July 2021 |



3.0 Composition of Sub-Committee

The Sub-Committee will be chaired by a Trustee appointed by the Board of Trustees. The Chair will be supported by a Vice Chair, whose background and professional expertise must be safeguarding related. The membership of the Sub-Committee will be reviewed periodically, and members shall be drawn from a variety of backgrounds, ensuring that the Sub-Committee has the appropriate level of skills, experience, and expertise.

The Sub-Committee shall comprise the following:

- Chair (Trustee)
- Vice Chair
- 3x Trustees (in addition to the Chair)
- Representative from the parish priests
- Representative from the parish safeguarding network
- Representative from the Police
- Representative from the Probation Services
- Representative from the Social Services / Community Healthcare

Quorum – The quorum for meetings of the Sub-Committee is three. This means that meetings and decisions shall be subject to a quorum of three Trustee members. In determining the quorum, the Vice Chair will be regarded as a member and therefore be expected to vote on matters.

The Diocesan Safeguarding Co-ordinator will be expected to attend that part of the meetings of the Sub-Committee in which he or she will be required to provide updates and reports. Other members of the Safeguarding Team may be invited to attend by appropriate parts of the meetings by the Chair and Vice Chair. Attendance at meetings by the representatives is not mandatory nor is it a statutory requirement. Their role as consultors is advisory, in that they provide advice and guidance to the Trustees members and Vice Chair. They are not members of the Sub-Committee, and therefore will not exercise the rights and responsibilities expected of the Trustee members, including not having the right to vote. Nonetheless, the Trustee members are expected to listen and acknowledge their views and contribution on major decisions. Such views and contributions will be minuted and referenced in the reports of the Sub-Committee.

The meetings and other proceedings of the Sub-Committee are bound by confidentiality and Data Protection legislation including the UK GDPR regulations, and members must adhere accordingly. In addition, members must adhere to the Charity's policies in regard to safeguarding.

4.0 Recruitment and Appointment

The appointment of Trustee members is made by the Board of Trustees. The appointments of representatives by the Chair and Vice Chair shall be ratified by the Board of Trustees. Where appropriate, this will include, but is not limited to, a satisfactory Disclosure and Barring Service Check ("DBS Checks") in relation to criminal, adults at risk of harm or abuse and child protection concerns. Continued membership of the Sub-Committee is conditional



on satisfactory periodic updated DBS checks in line with the standards set out by the Catholic Church in England and Wales.

The Chair / Vice Chair will designate the appropriate agencies from which representatives will be drawn. There shall be an induction process for all new Trustee members or representatives.

5.0 Term of Office

Members of the Sub-Committee shall serve for a period of up to four years and shall serve for no more than two consecutive terms. This requirement applies also to the Vice Chair. By way of exception, in case of necessity, the Board of Trustees may permit a Trustee member to serve a third term.

6.0 Duties and Responsibilities

The remit of the Sub-Committee will include the following:

Planning:

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

Develop the appropriate strategy for the following:

- Support of victims and survivors, ensuring that their views are always considered.
- Facilitate the engagement of those harmed by abuse through contact with the Church or who look to the Church for support.
- Ensure in all decision making that, where relevant, the voice of the child is taken into account.
- Ensure support for those affected by concerns and allegations.
- Facilitate engagement with key stakeholders including parents/guardians, children/young people, clergy and religious, employees, volunteers, relevant organisations in the community, the CSSA and the National Tribunal Service.
- Encourage, promote, and maintain a culture of safeguarding within the Church.
- Promote the Diocese's strong commitment towards safeguarding, ensuring compliance with the national standards and other key safeguarding protocols applicable to the Catholic Church, using various communication channels.
- Ensure that all diocesan roles including agencies, employees and beneficiaries are aware of the Diocese's commitment towards safeguarding and enabling a safe environment for the protection of people.
- Promote accountability through ongoing monitoring of compliance with safeguarding policies and procedures, including day to day operational compliance at parish level.

Performance:

- Evaluate safeguarding performance information and metrics, as provided by the Safeguarding Coordinator, and based on agreed objectives. Such metrics shall include, as a minimum:



- DBS checks
- Attendance at mandatory training
- Safeguarding Plans
- Compliance with reporting to statutory authorities in accordance with the 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 plan to respond to any areas where improvement or enhancement is required.

Training:

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

Risks:

- Review Risks to beneficiaries, or anyone else connected with the Diocese, as a result of safeguarding related matters - for inclusion on the risk register, along with how these risks can be mitigated or managed.
- Log near-misses and serious incidents, and the learning arising from reviews of these situations.
- Act as sounding board for advice where operational concerns arise that could heighten risks, for instance in the non-compliance of safeguarding policies by a parish or other groups (including non-diocesan groups in parishes).
- Monitor risks arising from non-compliance with legitimately imposed administrative measures or canonical penalties.

The Safeguarding Co-ordinator will alert the Chair and Vice-Chair as soon as possible of any incident or matters that may present a significant risk to the Diocese.

Other areas of operation:

- Operate a risk assessment process for blemished DBS Disclosures, 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 the application of relevant Canon or Civil law.
- Monitor the adequacy and allocation of resources for the Safeguarding Office and the parishes, within the constraints and parameters of the approved budget.
- Ensure that appropriate procedures are in place in relation to the counselling or other survivor support approaches, subject to the financial limits set by Trustees.
- Ensure that matters that need to be referred to the Insurers, the Charity Commission or other regulatory bodies are referred to the Chief Operating Officer and actioned in a timely fashion.



The Sub-Committee will formally report to the Board of Trustees quarterly and at such other times as urgent matters arise. The Sub-committee will also receive and act upon recommendations or instructions from the Board of Trustees.

7.0 Matters Reserved to the Board of Trustees

Certain matters are reserved to the Board of Trustees and not delegated to the Sub-Committee, namely:

- Serious incident reporting, where the scope of the issue is much wider than safeguarding.
- Approval of new policies and procedures.
- Financial budgets, prepared in discussion with the Chief Operating Officer and approved by the Trustees as part of the Diocese's overall budget and financial plans.
- Service provision complaints (in line with the Diocesan policy).
- Liaison with insurers/solicitors regarding claims.

8.0 Administration

The Sub-Committee shall meet at least four 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 risk register of the risks associated with safeguarding, but this shall be incorporated into the overall risk register of the Diocese and reviewed periodically in line with the diocesan requirements.

REVIEW DATE: 21.05.2024