

SAFEGUARDING TRUSTEE SUB-COMMITTEE Terms of Reference

Introduction

The Bishop is ultimately accountable for the pastoral care of those in the diocese and for making decisions in regard to the discipline of those exercising public ministry in the diocese.

The Trustees Board assist the Bishop by holding strategic and governance oversight.

The Safeguarding Sub-Committee holds particularly responsibility for supporting, assisting and advising the Diocesan Trustees in discharging their duties in safeguarding, in accordance with the trustees 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 the Trustees. In turn the Trustees will feed back comments (if appropriate), and if required, will direct the Sub-Committee to consider safeguarding matters or provide additional information, explanation or guidance.

The Safeguarding Sub-Committee should also support the Safeguarding Coordinator in building a confident safeguarding culture and safe practice in the Diocese.

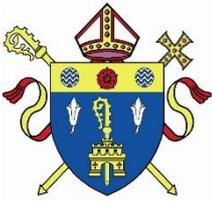
Chair and composition of Sub-Committee

The Sub-Committee is chaired by a Trustee appointed by The Bishop for this duty.

There shall be at least 5 members and no more than 12 members. This must include a minimum of 2 Trustees (one of whom will be the chair).

The Chair of the subcommittee should be appropriately experienced and, if possible, professionally qualified, with up-to-date relevant training in safeguarding governance.

The members of the sub-committee shall be drawn from a variety of backgrounds and should include a lay Trustee, a clerical Trustee and a parish safeguarding representative. The membership will have the appropriate combination of skills, experience and knowledge to effectively discharge their duties as a safeguarding Sub-Committee.



The Diocesan Safeguarding Co-ordinator will be expected to attend meetings of the Sub-Committee to advise and support members. They should also present safeguarding cases to the committee. However, they will not be a member of the Sub-Committee.

Representatives from statutory agencies such as Police, Probation, Local Authority, and Healthcare should be invited, as advisors, to case advisory elements of Sub-committee meetings, as required.

All who attend meetings of the Sub-Committee, or act as advisors to it, 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

Suitability of members will be considered by the Bishop in collaboration with the Chair of Trustees and Sub-Committee Chair. Subject to the Bishops approval, an appointment letter with a confidentiality clause will be sent to the applicant from his office. 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 Check") in relation to criminal and child protection matters, for eligible members. Continued membership of the Sub-Committee is conditional on satisfactory update DBS checks as per national safeguarding policy.

The Sub-Committee Chair and Safeguarding co-ordinator will identify the agencies from which representatives would be welcome or required for case discussion elements of the meeting. At the instruction of the Sub-Committee Chair, the safeguarding co-ordinator will invite identified individuals to attend.

There shall be an induction process for all new members or attendees.

Term of office

Each member term will be 3 years (including an initial 12 months probationary period). Members shall serve no more than 2 consecutive terms (i.e. 6 years).

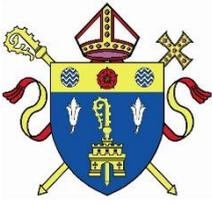
If a new Chair is appointed and they have already been a member of the Sub-Committee, they are able to start a new 3 year term of office, as Chair (thus a member who becomes Chair could serve a maximum of 9 years on the Committee).

A member's term of office will automatically end at the completion of 2 terms of office, with resignation in accordance with the organisation's usual procedures. The Bishop or Chair of Trustees, in accordance with the Trust Deed, may remove a member from office before their term is completed. The decision of the Bishop and/or Chair of Trustees shall be final.

Nonattendance of the meetings may result in being removed from the committee.

Duties and responsibilities

The duties and responsibilities of the Sub-Committee is to advise Trustees on:



Planning:

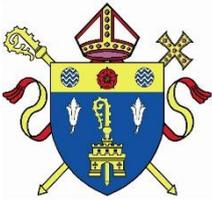
- development and publication of the Safeguarding Implementation Plan.

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.
- engagement with key stakeholders including parents/guardians, children/young people, clergy and religious, employees, volunteers, relevant organisations in the community, the CSSA and National Tribunal Service.
- 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.
- operating a risk assessment process for blemished DBS Disclosures and supporting the safeguarding office in decision making.
- ensuring accountability through ongoing monitoring of compliance with safeguarding policies and procedures [including day to day operational compliance at parish level].
- oversee that management of allegations and concerns is effective, proportionate and thorough.

The Sub-Committee will do this by:-

1. Dedicate protected time in each Sub-Committee Meeting for case advisory purposes
2. The Sub-committee Chair and/or VG member will be available to advise and support the Safeguarding coordinator with pressing matters (particularly when there is no planned meeting in the necessary timeframe for advice, or when serious disclosures/cases arise).
3. Considering whether all aspects of risk have been identified and agree a plan/action for mitigating risk, to be regularly reviewed.
4. Checking all statutory reporting, liaison and other procedural requirements are met.
5. Considering the needs and rights of all those affected by an allegation and make recommendations in respect of sources of support e.g. to complainants, victims, those accused, parish communities.
6. Providing clear recommendations to the Bishop regarding concerns about church officers posing a risk to others with particular regard to clergy and religious.
7. Ensure that expert advice is sought as required, such as CSSA, Canon Law (for case consideration only, not for referral of individuals).
8. Ensuring a lessons learned approach arising from reported cases that highlight procedural difficulties, organisational risk indicators for example.
9. Actioning any thematic and strategic matters arising from case work.
10. Notifying the Trustees (via Sub-Committee Chair) of governance issues and relevant case specific matters which require their attention.
11. Making case specific recommendations directly to the Bishop (via the Sub-Committee Chair, Safeguarding Coordinator or VG), particularly where these relate to provisions and requirements of Vos Estis Lux Mundi and restrictions to/suspension from public ministry. Referrals for canonical advice will be made by the Bishop or his delegate.
12. Appraising the Bishop on recommendations regarding the pastoral and spiritual needs of



individual victims/survivors.

Performance:

- Evaluating safeguarding performance information. This will be derived from data provided by the Safeguarding Office (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).
- Monitoring risks arising from non-compliance with legitimately imposed administrative measures or canonical penalties.
- 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.

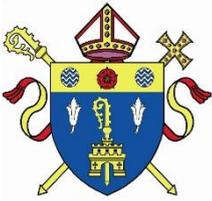
Resourcing:

- Consider resourcing for the safeguarding office and parishes, within the constraints and parameters of the overall diocesan budget.
- Ensure resourcing considerations are included in the diocesan budget decision making processes.
- Monitor contractual arrangements by CSSA
- Management of counselling or other survivor support subject to financial limits as set by Trustee Board

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 requiring reporting is much wider than safeguarding matters. However, the Safeguarding Co-ordinator will identify and escalate to the nominated



Trustee/s (usually Trustee Chair and Finance Trustee) when a safeguarding incident should be reported to the Charity Commission. If in agreeance, the Co-ordinator may be tasked with the duty of reporting the incident.

- 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.
- Liaison with insurers/solicitors regarding claims.
- The Sub-Committee Chair and/or Safeguarding Chair will report to the Trustees at each Trustee meeting and 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. Safeguarding will therefore be on the agenda for each Trustee Meeting.

Administration

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

Agenda and Minutes of Meetings:

1. Agenda will be agreed by the Chair, with input from the Safeguarding coordinator.
2. Deadline for agenda items is 2 weeks before a scheduled meeting and should be communicated to the Chair
3. Agenda and Papers for the scheduled meetings will be circulated by the safeguarding office 6 days before the meeting.
4. Minutes will usually be taken by the Safeguarding Office Administrator.
5. The safeguarding coordinator will identify a minute taker in the Administrators absence.
6. Minutes will be formally approved by the Sub-Committee at the next meeting.
7. Minutes should be clearly identified as either draft or approved.
8. Either draft or approved minutes will be sent to the Bishops Secretary, for circulation to Trustees by the required deadline for the next Trustee meeting.

APPROVED AT MEETING ON:

REVIEW DATE: