



WESTMINSTER ROMAN CATHOLIC DIOCESAN TRUST

TERMS OF REFERENCE

TRUSTEE'S SAFEGUARDING COMMITTEE

Introduction

The purpose of this Committee of the Trustee is to support, assist and advise the Diocesan Trustee in discharging 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 to operate within the standards, policies and procedures of the Catholic Safeguarding Standards Agency. The Committee will make a regular report to be shared at each meeting of the Directors of the Trustee. In turn the Directors of the Trustee will feed back comments (if appropriate) and, if required, will direct the Committee to consider safeguarding matters where the Directors of the Trustee require additional information, explanations or guidance.

Chair and composition of Committee

The Committee is chaired by a Director of the Trustee. There shall be at least 6 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 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 Committee.

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

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

These representatives are present in an advisory capacity only, to provide professional commentary on the work of the Committee and do not have the rights or responsibilities of members. This means that in the event of a decision being made by vote, the representatives do not take part in the voting, and are not responsible for decisions made at meetings as they can only act in an advisory and not executive capacity.

All who attend meetings of the 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 members is made by the Archbishop and the organisation's 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 Committee is conditional on satisfactory periodic updated DBS checks.

The Committee will identify the agencies from which representatives will 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 will be an induction process for all new members or attendees.

Term of office

Each member of the Committee shall serve for a period of 3 years and shall serve no more than 3 consecutive terms. The Chair shall serve as a member of the Committee for at least a year before being appointed, and if the Chair is appointed in his/her final term of office as a member, he/she 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 Archbishop in accordance with the Trust Deed. The decision of the Archbishop shall be final.

Duties and responsibilities

The duties and responsibilities of the Committee is 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.
- The support of all of those affected by concerns and allegations.
- Seeking and supporting the engagement of those harmed by abuse through contact with the Diocese.
- Engagement 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.
- How best to improve and maintain the safeguarding culture within the Diocese.
- 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 are aware of 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 and gaps in service delivery due to resource or other deficits).
- Reports received from CSSA on audit and performance, including developing an 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.

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.
- To seek counsel on relevant Canon Law.
- Consider resourcing for the safeguarding office and parishes, within the constraints and parameters of the overall Diocesan budget.
- Management of counselling or other survivor support subject to financial limits as set by the Directors of the Trustee Board.

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

Matters reserved to the Trustee

Certain matters will be reserved to the Trustee and not delegated to the 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 Committee may be asked to take part in the overall budget setting processes and procedures.
- Service provision complaints (in line with the Diocesan policy).
- Liaison with insurers/solicitors regarding claims.

Administration

The Committee shall meet at least 4 times, if not more, per year in accordance with the Trust Deed 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 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.



Approved by the WRCDT Board
13 May 2021