

THE SCOUT ASSOCIATION (TSA) SAFEGUARDING COMMITTEE TERMS OF REFERENCE

Members

The Committee shall have a maximum membership of nine comprising:

- Chair (Trustee with oversight for Safeguarding);
- up to two nominees of UK Chief Commissioner¹;
- up to three independents with professional safeguarding experience²;
- up to two members of the Board of Trustees (including the Chair);
- a young adult with knowledge of safeguarding and awareness of emerging issues for young people²; and
- Head of Safeguarding.

¹ it is expected that one of the nominees would be responsible for liaising with volunteer line management across the United Kingdom, including British Scouting Overseas; the second should be a senior volunteer from Team UK; and it would be preferable if one of these nominees had knowledge and experience of working in a safeguarding context

² to be appointed through open advert and selection processes and may be existing members of the Movement with safeguarding skills and experience

Term of Office

Members' membership of the Committee will be reviewed annually by the Chair.

Frequency

The Committee will meet at least three times per annum (with additional meetings taking place based on the work of the Committee); and through regular teleconferences to maintain momentum on the work of the Committee.

Quorum

Five members including the Chair will make a meeting of the Committee quorate.

Voting

The Committee will strive for consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see Quorum above). In case of any equality of votes, the Chair shall not have a second or casting vote; instead the motion must be deemed not to have been carried.

Rights of attendance

1. The Chair and all members of the Board of Trustees, the Chief Scout, the Chief Executive and all other members of the Association's Senior Leadership Team have right of attendance in a non-voting capacity.
2. Any others, by prior notice to and with the permission of the Chair, may also attend in a non-voting capacity.

Purpose:

The purpose of the Committee is to:

- provide strategic leadership, ownership and oversight of Association's safeguarding¹ policies and procedures (making the necessary recommendations to the Operations Committee and/or Board); and
- ensure that the Association's safeguarding policies, procedures and practice remains fit for purpose and sector leading in protecting young people in Scouting.

Remit

The remit of the Committee is to support the Board of Trustees to fulfil its responsibilities in relation to safeguarding by:

1. identifying and contributing to the development of safeguarding policies for consideration and endorsement by the Board (as required);
2. ensuring that youth Members, adult volunteers and parents are engaged in contributing to the development of safeguarding policies.
3. developing and overseeing a performance framework to ensure that safeguarding policies, procedures and practice is monitored to provide assurance to the Board;
4. monitoring the local and national implementation of safeguarding policies and procedures to ensure practice is effective and consistently applied;
5. ensuring that appropriate connections are made with other areas of the Association's work that may have an impact on safeguarding (for example Adult Training);
6. leading the process for safeguarding enquiries from commissioning through to completion;
7. reviewing and overseeing actions from enquiry reports (this should be in conjunction with the Safeguarding Team, particularly where there are specific policy, procedure and/or practice changes that need to be considered by the Operations Committee and/or Board (as required));
8. ensuring that the exclusions and appeals processes are adhered to and that the process is developed as appropriate with management information being reported to the Operations Committee and/or Board (as required); and
9. identifying possible areas of development for Association's safeguarding function, taking into account relevant national agendas and learning from reviews whether this be external or internal to the Association (for example the Association's commissioned Independent Review of Safeguarding and/or the Independent Inquiry into Child Sexual Abuse).

Authority

The Committee has the delegated authority from the Board to commission safeguarding enquiries.

Practicalities

The following practicalities will apply to the work of the Committee:

- the Head of Safeguarding will provide the principal staff support to the Committee and will arrange for administrative support to be made available;
- an agenda and accompanying papers will be circulated to members seven days in advance of a meeting taking place;
- the minutes and actions of a meeting will be circulated to members within fourteen days after a meeting takes place.

¹ the scope of safeguarding extending to include children, young people and adults at risk in line with the Association's Child Protection and Adults at Risk Key Policies

Notes

The Committee does not oversee day-to-day safeguarding case management (nationally and locally) or core work of the Safeguarding Team, this is overseen by the appropriate line management structure, whether this is through the volunteer structure or the staff team. However, if significant concerns arise through the work of the Committee then this will be raised with the appropriate accountable people (the Chief Operating Officer and/or the Chief Executive and/or the UK Chief Commissioner).

Version: 1.1
Date: 31 January 2018
Review: 31 January 2019 [Terms of Reference to be reviewed annually]
Owner(s): Trustee with oversight of Safeguarding
Chief Operating Officer