

Safety Committee Terms of Reference

Membership:	<p>The Committee shall have a maximum membership of nine comprising:</p> <ul style="list-style-type: none">- Chair (Trustee with oversight for Safety);- up to two nominees of UK Chief Commissioner¹;- up to two independents with professional safety experience²;- 1 member of the Board of Trustees (in addition to the Chair);- a young adult with knowledge of/an interest in safety²; and- Head of Safeguarding <p>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 safety/risk management context</p> <p>² to be appointed through open advert and selection processes and may be existing members of the Movement with safety/risk management skills and experience</p>
Term of office:	<p>Members' membership of the Committee will be reviewed annually by the Chair.</p>
Frequency:	<p>The Committee will meet at least three times per annum (with additional meetings taking place based on the work of the Committee); and as necessary through teleconferences to maintain momentum on the work of the Committee.</p>
Quorum:	<p>Five members including the Chair (or delegated to another Trustee) will make a meeting of the Committee quorate.</p>
Voting:	<p>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.</p>
Attendance:	<ol style="list-style-type: none">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:	<p>The purpose of the Committee is to:</p>

- provide strategic leadership, ownership and oversight of Association's safety policies and procedures for the Movement; The Scout Association as an employer³; and The Scout Association as a provider of services (making the necessary recommendations to the Operations Committee and/or Board); and
- ensure that the Association's safety policies, procedures and practice remains fit for purpose and sector leading in protecting young people and adults in Scouting, employees of the Association and service users.

³ note that the Association's Health and Safety Committee oversees the Association's responsibilities as an employer and operator (e.g. of public facing services/facilities) and therefore a pro-active relationship between the Health and Safety Committee and the Safety Committee needs to be established to provide the right level of oversight and opportunity for scrutiny and challenge by the Safety Committee of the Health and Safety Committee's work to provide necessary assurance.

Remit:

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

1. providing vision and direction for consideration and endorsement by the Board (as required), by identifying and contributing to the development of safety policies, procedures and guidance;
2. ensuring that youth members, adult volunteers, parents and staff are engaged in contributing to the development of safety policies;
3. developing and overseeing a performance framework to ensure that safety policies, procedures and practice are monitored to provide assurance to the Board (relating to members, staff and service users) and use this management information to inform and drive improvements;
4. monitoring the local and national implementation of safety 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 safety (for example Adult Training by using incident data to highlight areas of success or concern);
6. ensuring that members receive appropriate support and communication to aid understanding of their responsibilities to enable Safe Scouting;
7. leading the process for Fatal Accident and/or Near Miss inquiries from commissioning through to completion;
8. reviewing and overseeing actions from inquiry reports (this should be in conjunction with the respective staff functions, particularly where there are specific policy, procedure and/or practice changes that need to be recommended for considered by the Operations Committee and/or Board (as required);

9. identifying possible areas of development for Association's safety activities, taking into account relevant national agendas and learning from reviews whether this be external or internal to the Association.

Authority: The Committee has the delegated authority from the Board to commission Fatal Accident and/or Near Miss Inquiries.

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

- the Head of Safe Scouting 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; and
- the minutes and actions of a meeting will be circulated to members within fourteen days after a meeting takes place.

Notes: The Committee does not oversee the operational day-to-day safety management (nationally and locally) of HQ staff, 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).

Approved by Board of Trustees October 2018

Version: DRAFT 1.1

Date: 07 August 2018

Review: DAY MONTH 2018 [Terms of Reference to be reviewed annually]

Owner(s): Trustee with oversight of Safety
Chief Operating Officer