



SAFEGUARDING COMMITTEE TERMS OF REFERENCE

Revision History

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Terms of Reference

Sligo Sport and Recreation Partnership (SSRP) Safeguarding Committee

1. Purpose

The Board has established a Safeguarding Committee (SGC) as a committee of the Board to:

- regularly review relevant policies and procedures in line with best practice and bring to the SSRP Board for consideration and approval,
- consider and make decisions with respect to child and vulnerable persons safeguarding concerns, including the outcomes of any child welfare and protection reports,
- consider allegations of a general nature in regard to children and vulnerable persons,
- consider vetting, disclosures and/or returns referred to the SSRP Contact Person by Sport Ireland.

2. Membership

The SGC membership will comprise of the following:

- the SSRP Chairperson
- the SSRP Contact Person (currently the Sports Co-ordinator)
- a minimum of 2 and maximum of 3 other SSRP Board members
- Each Committee member will be appointed for a term of three years.
- A Chairperson for the Safeguarding Committee will be nominated between the SGC members. The SSRP Chairperson shall not be nominated as SGC chairperson.
- Where the Sports Co-ordinator is the nominated Contact Person, he/she will act as secretary of the committee. If the Sports Co-ordinator is not present, a secretary will be nominated at the meeting.

All appointments to the SGC must be approved by the SSRP Board. The SGC renewal will take place in line with the Board renewal process annually at the SSRP AGM or earlier if required due to the resignation of a SGC member.

3. Meetings

- The SGC chairperson or the SSRP Contact Person may convene meetings, as and when deemed necessary.
- The Committee will meet a minimum of twice a year and as the need arises in relation to any safeguarding/vetting concerns.
- The quorum for meetings is three and one of either the SGC chairperson or SSRP Contact person must be in attendance. See 5 below regarding conflicts of interest and loyalty.
- The SGC Chairperson, together with the Contact Person, will consider the agenda for the meeting. Members may also propose items for the agenda to the SGC Chairperson.
- Notice of each meeting confirming the venue, time and date together with the agenda, minutes of the previous meeting and relevant papers should be circulated to Committee members and to the extent relevant and necessary to any other person required to attend, five working days in advance of the meeting, where possible.

- The secretary of the committee shall minute the proceedings and resolutions of all meetings of the committee, including recording the names of those present and in attendance.
- Following SGC discussion and agreement, the SGC has the authority to invite an independent advisor to assist the committee if and where necessary.
- The SGC shall meet in person or video conference.
- Decisions shall be taken by a majority having adhered to the process of defensible decision making.

4. Duties and Responsibilities

- The SSRP Board devolves authority to the SGC in relation to all matters with respect to child and vulnerable persons safeguarding concerns in the context of SSRP's Child Safeguarding Policies.
- The SGC shall report to the SSRP Board at each meeting in line with '8. Reporting' below. The level of information provided will be on a need-to-know basis.
- All members of the SGC must attend Safeguarding 1 training before or as soon as possible after taking up a position on the SGC.
- The SGC will take a proactive and positive approach to Child Safeguarding matters.
- The SGC will deal with complaints in line with SSRP policies.
- The SGC shall have the power to:
 - take decisions in accordance with the SSRP Child Safeguarding policies and procedures with due regard to confidentiality.
 - advise generally on matters of child protection policy, strategy and procedure.

5. Conflict of Interest and Loyalty

The process for recording declarations of conflicts of interest/loyalty of the Committee members will be the same used at Board level. Each member of the Committee will take personal responsibility to declare any potential conflict of interest/loyalty arising in relation to any items on the agenda for SGC meetings. The Committee will specify its procedures where a conflict of interest/loyalty arises in the context of a particular agenda item or issue to be discussed, including a requirement that the relevant member brings the potential conflict of interest/loyalty to the attention of the chairperson and, where necessary, leaves the meeting for the duration of the discussion of the item and does not take part in any decisions relating to the item. Similar arrangements should apply in relation to meeting documentation, with documentation relating to the item not being made available to the member. This should be noted in the minutes of the meeting.

6. Confidentiality

Sensitive information or personal data will be anonymised where possible prior to consideration by the SGC. The agenda, papers, reports, and documentation provided in the context of the work of the Committee are confidential and will contain sensitive material and information necessary to allow members to carry out their duties. Members and those in attendance, shall not, without the approval of the chairperson, discuss with or disclose, directly or indirectly, information to third parties. The collation, processing, storage, retention and destruction of data will be in line with SSRP GDPR Policies.

7. Breach of the Terms of Reference

Any breach of this Terms of Reference eg confidentiality, will be taken very seriously. Where it relates to a staff member (ie SSRP Contact Person), the SSRP Disciplinary policies and procedures will be followed. For SSRP Board members, any minor breach will be dealt with in the first instance informally, for example by the SGC chairperson or another SGC member, drawing the breach to the Board member's attention during a meeting or similar. If a SGC member is concerned that another SGC member may be in breach of this Terms of Reference, they should raise their concerns with the SGC Chairperson. However, where there is evidence of a deliberate, serious or continued breach, this will be taken up by the SGC Chairperson, in a special convened meeting if appropriate. Such a breach may be referred to the SSRP Board Chairperson and may become a matter for Board consideration.

8. Reporting

The SGC will agree a plan of work for the year and will provide a report to the Board using the SSRP Safeguarding Board Report Template at all Board meetings, respecting confidentiality at all times.

The SGC shall provide an overview of its activities and meeting attendance in the SSRP Annual Report.

9. Review

This TOR is required to be reviewed and approved by the Board every three years.