

Concern Worldwide - Board Safeguarding Committee

Terms of Reference (April 2022)

1. Membership

The Safeguarding Committee shall include the Chair of the Board of Concern Worldwide (Concern) and the Chair of the Board of Concern Worldwide UK (Concern UK).

The composition of the Committee shall be structured so as to achieve an appropriate balance of gender, skills and relevant experience. With this in mind, the Committee may select one additional member from the board of Concern.

The Chairs of Concern and Concern UK will remain on the Committee for the duration of their respective terms as Chair of Concern/Concern UK. The maximum length of service for the remaining Committee member is 3 years.

If a Board member stands down from the Safeguarding Committee, they can only be replaced by another Board member.

2. Meetings

The Committee is expected to meet at least twice yearly, but special meetings may be held to consider particular issues/cases.

The Chair of the Board of Concern will chair the meetings. In his/her absence, the Chair of Concern UK will chair the meetings.

The COO, Executive Director of Concern UK, Safeguarding Director, and the Head of Internal Audit and Investigations are all fixed invitees. Other members of Concern management and staff may attend as deemed appropriate by the Chair.

To ensure the confidentiality requirements of the safeguarding function are adhered to, minutes of Committee meetings will not contain details of the safeguarding cases discussed.

The quorum for meetings is two members.

3. Role

The primary role of the Safeguarding Committee is to protect the people we work with (and for) from harm, by working collaboratively with the leadership of Concern to ensure that safeguarding in the organisation is being managed in line with legislation and good practice.

The work of the Safeguarding Committee is intended to contribute to the development of a strong safeguarding culture within Concern.

4. Tasks

4.1. Safeguarding Policies:

The Committee has responsibility for approving the organisation's safeguarding policies.

The Committee has responsibility for overseeing the implementation of the safeguarding strategy and safeguarding policies. The Committee will periodically evaluate whether:

- Management has complied with the policies as stated, and what challenges have been encountered in doing so.
- The policies remain relevant and fit-for-purpose.
- Management has adhered to its mandatory reporting obligations in relation to the policy.

4.2. Review of Safeguarding Cases:

The Committee will receive and examine the safeguarding register for the organisation, with a view to ensuring that the cases are being managed in line with organisational procedures.

4.3. Safeguarding Training:

The Committee has oversight the organisations safeguarding training schedule to ensure it is meeting its commitment to training and development in this area.

4.4. Safeguarding Structures:

The Committee has responsibility to ensure that appropriate safeguarding structures are in place across the organisation, and that cases are managed in line with agreed procedures.

4.5. Focal Point:

The Committee will act as a focal point for the Boards of Concern and Concern UK providing an additional route for reporting and escalation of serious cases where appropriate.

5. Reporting responsibilities

The Committee Chair shall report to the Board (of Concern) on its proceedings after each meeting on the relevant matters within its duties and responsibilities.

The Chair of Concern UK shall provide a similar report to the Concern UK Board following agreement with the Committee Chair.

6. Other matters

The Committee shall:

- i. Have access to sufficient resources to carry out its duties, including access to the Board Secretariat for assistance as required.
- ii. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- iii. Arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure that it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board (of Concern) for approval.
- iv. Ensure they have the appropriate knowledge and skills to fulfil their mandate.

7. Authority

The Committee shall be accountable to, and shall operate under the delegated authority from, the Board (of Concern).

The Committee is authorised by the Board (of Concern) to obtain, at the organisation's expense, outside legal or other professional advice on any matters within its terms of reference subject to Board approval and in compliance with the organisation's financial procedures.