Concern Worldwide - Safeguarding Committee (V1.1)

Terms of Reference – June 26, 2026

Introduction

The Concern Worldwide Safeguarding Committee was established in 2022 to provide a forum for Board Safeguarding Focal Points (BSFP's) from the Boards of Concern Worldwide and Concern Worldwide (UK) to receive briefings on safeguarding incidents. Prior to the establishment of this Committee, BSFP's received ad-hoc briefings as and when incidents were reported, ahead of onward reporting to regulators, institutional donors, etc., in line with their requirements.

Owing to the nature of the incidents being addressed it was agreed that the Chairs of Concern Worldwide and Concern Worldwide (UK), who had been serving as the BSFP's, should serve on this committee. To ensure that there was an appropriate representation of genders, the Board of Concern Worldwide agreed that a third member of the Board may join this Committee.

The work of the Safeguarding Committee was intended to contribute to the development of a strong safeguarding culture within Concern Worldwide. Following a Governance Review in 2023, the Board engaged in an exercise to review its committee structure. The Board agreed that the Safeguarding Committee should be retained and that the terms of reference should be revised to reflect contemporary thinking about governance. These terms of reference were prepared in consultation with the Senior Management Team of Concern Worldwide, the Director of Safe and Inclusive Programming and the Head of Internal Audit and Investigations; recommended by the Safeguarding Committee and approved by the Board of Concern on December 13, 2025 (v1.0) and on June 26, 2026 (v1.1).

1. Role

1.1. The role of the Safeguarding Committee is to provide oversight of Concern's responsibility to ensure that anyone working for, or on behalf of, Concern does no harm to children and adults at-risk, and does not expose them to abuse, exploitation, or harassment.

1.2. The Committee shall work collaboratively with the leadership of Concern to ensure that safeguarding in the organisation, and related risks, is being managed in a manner that takes account of legislation, good practice and the organisations risk appetite.

2. Membership

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

2.2. If either of the Members specified above is unable to serve on the Committee they may, with the agreement of the other Committee Members, appoint an alternative member of their Board to serve in their place.

2.3. The composition of the Committee shall be structured so as to include an appropriate diversity of genders, skills and relevant experience. With this in mind, the Committee may include one additional member from the Board of Concern Worldwide.

2.4. The Chairs of Concern Worldwide and Concern Worldwide (UK) will remain on the Committee for the duration of their respective terms as Chair of Concern Worldwide and Concern Worldwide (UK). All other Committee members be permitted to serve for two consecutive three-year terms plus, on approval of the Board, a further term of three years.

2.5. Committee Members serving in place of a Board Chair and all other Committee members not serving in an ex officio capacity shall offer their resignation to the Committee Chair on their retirement or resignation from the Board of Concern Worldwide.

2.6. Committee Members serving in place of a Board Chair shall offer their resignation to the Committee Chair on appointment of a new Chair of their Board.

2.7. The Emergency Director of Concern Worldwide will take the lead on the Senior Management Teams engagement with the Safeguarding Committee. They shall work with the Chair to prepare a suitable rolling agenda and coordinate management and staff to ensure that papers and briefings are prepared and delivered in a timely manner. In the absence of the Emergency Director the Chief Operations Officer will deputise.

2.8. The Executive Director of Concern Worldwide (UK), People Director, Director of Safe and Inclusive Programming, and the Head of Internal Audit and Investigations are the other fixed invitees.

2.9. Other members of Concern management and staff may attend as deemed appropriate by the Chair.

3. Meetings

3.1. The Committee is expected to meet at least twice yearly and on an ad-hoc basis to consider particular issues and/or cases.

3.2. The Chair of the Board of Concern Worldwide will chair the meetings. In his/her absence, the Chair of Concern Worldwide (UK) will chair the meetings. If the Chair of Concern Worldwide (UK) is not a member of the Committee the remaining members will select a Chairperson from amongst their number.

3.3. The quorum for meetings is two Committee members, one of whom must be a member of the Board of Concern Worldwide (UK).

3.4. 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.

3.5. Following review and approval by the Committee Chair, the minutes of Committee meetings shall be circulated to the Boards of Concern Worldwide and Concern Worldwide (UK) in advance of their respective Board meetings.

4. Responsibilities:

4.1. **Policies:** The Safeguarding Committee shall consider core policies[1] related to safeguarding and draft safeguarding policies related to new areas of work and/or related to a significant risk to the organisation and approve same, where authority has been delegated to them to do so, or make recommendations to the Board with respect to same.

Assigned Policies: The Concern Worldwide Code of Conduct and its associated policies (i.e. Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy).

4.2. **Strategy:** The Safeguarding Committee shall provide oversight, on behalf of the Board, on the implementation of strategic actions and progress made toward achieving strategic objectives related to safeguarding as outlined in the organisational strategic plan and other strategies and strategic projects, related to safeguarding, that may be approved by the Senior Management Team from time to time.

Assigned Strategies and Strategic Objectives: Protection and Safeguarding Strategy and Framework 2021-2026

4.3. **Risk:** The Safeguarding Committee shall monitor, on behalf of the Board, assigned risks and provide oversight on the key controls and additional actions to mitigate against these as detailed in the Risk Register.

Assigned Risks: As per the Risk Register.

4.4. **Standards:** The Safeguarding Committee shall, on behalf of the Board, gain satisfaction that, with respect to safeguarding reporting requirements and sector-wide standards, Concern is in full compliance or that any corrective actions identified are being addressed.

Regulations and standards: Donor, regulatory and legal reporting requirements and the commitments outlined within the Core Humanitarian Standard [2]

4.5. **Other:** The Committee shall act as a focal point for the Boards of Concern Worldwide and Concern Worldwide (UK), shall receive briefings on safeguarding incidents on behalf of these Boards.

4.6. **Other:** The Committee shall take responsibility for any other matters that may be assigned to it by the Board of Concern Worldwide from time to time.

5. Reporting responsibilities

5.1. The Committee Chair, or the Committee Member serving in place of the Chair of Concern Worldwide, shall report to the Board of Concern Worldwide on its proceedings after each meeting on the relevant matters within its duties and responsibilities.

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[1] As described in the *Policy Approval Procedures* (2024),

[2] Specifically commitments with the prevention of sexual exploitation, abuse and sexual harassment (PSEAH) as a measurable component

5.2. The Chair of Concern Worldwide (UK), or the Committee Member serving in place of the Chair of Concern Worldwide (UK), shall provide a similar report to the Concern Worldwide (UK) Board following agreement with the Committee Chair.

6. Other matters

The Committee shall:

6.1. Have access to sufficient resources to carry out its duties, including access to the Board Secretariat for assistance as required.

6.2. 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.

6.3. Arrange for periodic reviews of its own performance and, at least every three years, 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 Worldwide for approval.

7. Authority

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

7.2. The Committee is authorised by the Board of Concern Worldwide 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.