

	ACBC SAFEGUARDING COMMITTEE TERMS OF REFERENCE	Document No:	SG-PRO-003
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		Approved By:	M. Willett
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	Responsible Officer:	Expiry Date:	N/A
	Safeguarding Committee	Issue No:	5/08/2020
Authorising Officer: Chief Operating Officer			

1. Authority

The Safeguarding Committee is a formally constituted Committee within the Australian Catholic Bishops Conference (Conference) reporting to the Permanent Committee. The Safeguarding Committee has delegated authority to oversee and monitor policies, procedures and practices which safeguard children and adults at risk, engaging with the offices and agencies of the Conference and to ensure safeguarding functions are embedded in the governance structures and practices of the Conference.

2. Membership

The Committee has a maximum membership of five comprising:

- i. Chairperson
- ii. Other members may include:
 - a. The Chief Operations Officer
 - b. Safeguarding Coordinator
 - c. The General Secretary
 - d. Nominated Conference staff members

3. Purpose

The Safeguarding Committee:

- Oversees the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices, in relation to all children and vulnerable adults engaged with the Conference.
- Co-ordinates annual self-audits of compliance with the Conference's requirements, in line with the National Catholic Safeguarding Standards.
- Provides support and advice in relation to complaint handling, including responses to and support for all persons affected by reported/alleged incidents relating to breaches of safeguarding.

4. Responsibilities

The onus of the Committee is to support the Conference to fulfil its responsibilities in relation to safeguarding by:

- Identifying and contributing to the development and/or ongoing review of a Child Safeguarding Policy, Commitment Statement and appropriate elements of a Code of Conduct.
- Annually reviewing the Safeguarding Implementation Plan to identify issues of failures in child safeguarding practices and drive continuous improvement, tracking progress on identified problems and updating actions and strategies.
- Managing the Conference's Safeguarding Risk Register.

- Facilitating safeguarding risk assessments by providing processes, templates and other information required
- Facilitating training on safeguarding and safeguarding risk management
- Where appropriate liaising with experts in the field to obtain advice on safeguarding risk controls
- Monitoring the status of risk controls (treatment plans)
- Providing reports on the status of safeguarding risk management, implementation of controls to the Chief Operating Officer as required.
- Ensuring that records of safeguarding risk assessment and control are maintained in accordance with Conference records management procedures.
- Liaising with safeguarding auditors to support the Conference in implementing all aspects of the National Catholic Safeguarding Standards.

5. Term of Office

Members are appointed for a term of three years.

Gaps in knowledge, skill or background of the Committee are reviewed annually and the Chair makes recommendations for any necessary changes or additions to membership. Members will receive ongoing support and professional development relevant to their role. Members are approved by the General Secretary.

6. Frequency of meetings

The Committee meets four times per year (with additional meetings organised on a needs basis).

7. Quorum

Three members, including the Chair (able to delegate in instances of absence), is considered a quorum for meetings of the Committee.

8. Decision making

The Safeguarding Committee will endeavour to achieve consensus in relation to matters requiring a decision.

In the absence of consensus, matters for decision by the Committee shall be referred to the Chief Operations Officer.