

Scouting Ireland, National Office, Larch Hill, Dublin 16, Ireland.

T: 01 4956300 | F: 01 4956301

www.scouts.ie

Scouting Ireland			
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Scouting Ireland: Safeguarding Committee – Terms of Reference			
Related Documents:			
Revision	Date	Description	
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2	17 th August 2023	BOD agreed amendments	
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Safeguarding Subcommittee Terms of Reference

1. Membership

- 1.1 The Committee shall comprise the Chair who will be a Scouting Ireland Board member and a minimum of one other member of the Board. There will be at least 2 board members on the committee at all times. The composition of the Committee shall be structured as to achieve an appropriate balance of recent and relevant experience taking account the full range of the Committee's activities. Subject to Board approval, the committee may select up to six additional members. The Committee may bring in up to two external members should they wish, within the overall complement of the Committee members. All members should have appropriate skills and relevant expertise.
- 1.2 Only members of the committee, and other directors (as observers) and the CEO (or delegated relevant person) have the right to attend committee meetings. However, other individuals such as other executives and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary and in line with the Board Standing Orders.
- 1.3 Appointments to the committee are made by the Board and shall be for a period of up to three years, which may be extended for a further period of up to three years, provided the committee Member still meets the criteria for membership of the committee.
- 1.4 The Board shall appoint the committee Chair who should be a Board member. In the absence of the committee chair the remaining members present shall elect one of

themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the committee.

2. Secretary

The Committee shall appoint a secretary to the committee.

3. Quorum

The quorum necessary for the transaction of committee business shall be three one of whom must be a Board member.

4. Frequency of meetings

The committee shall meet at least twice a year and ideally would not have more than six meetings annually. Only in exceptional circumstances should there be more than six meetings. Meetings may be facilitated by way of an online meeting platform recognised as safe by Scouting Ireland for example Microsoft Teams.

5. Notice of meetings

- 5.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair and/or the Safeguarding Manager.
- 5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

6. Minutes of meetings

- 6.1 The secretary or Safeguarding Manager shall make a record of the proceedings and resolutions of all committee meetings, including the names of those present and in attendance for all or part of the meeting.
- 6.2 Draft minutes of the committee meetings are approved for issue by the chairperson and are adopted with or without amendment by the committee at their subsequent meeting.

7. Annual general meeting

The Safeguarding Manager should attend the annual general meeting to answer any questions on the workings of the department and committee's activities.

8. Duties

- 8.1 Oversight of all Scouting Ireland's safeguarding policies to ensure compliance with the relevant legislation applicable in Northern Ireland and Republic of Ireland.
- 8.2 Oversight of all Safeguarding Training to ensure compliance with the relevant legislation applicable in Northern Ireland and Republic of Ireland.
- 8.3 Oversee Scouting Ireland's policies in respect of Garda Vetting and Access Northern Ireland.

- 8.4 Ensure Scouting Ireland's adheres to and exceeds best practise.
- 8.5 Oversee and monitor a governance system to ensure Scouting Ireland's compliance with the relevant legislation in Northern Ireland and the Republic of Ireland.
- 8.6 Oversee the development of clear and unambiguous processes and policies in respect of safeguarding incidents where Scouts, Scouters and staff fail to comply with the organisations policies.
- 8.7 Oversee the processes and polices in relation to the responsibilities of Scouting at all levels to deal with failures to comply with the organisation's safeguarding policies and procedures, in order to ensure the organisation delivers a proportionate response in line with the principle of subsidiarity.
- 8.8 Oversee develop of processes and polices in respect of the updating of the organisation's Safeguarding Statement and annual Safeguarding Risk Assessments for each group.
- 8.9 The Safeguarding Committee should, either initiate or have referred to it by the Board, matters which are appropriate for it to consider and to make recommendation on such matters to the Board.
- 8.11 Support the Chair in the performance of his/her duties.

9. Reporting responsibilities

- 9.1 The committee Chair shall report to the Board on its proceedings after each meeting on the relevant matters within its duties and responsibilities
- 9.2 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed
- 9.3 The committee shall produce a report to be included in Scouting Ireland's annual report about its activities, the process used to make appointments and explain if external advice or open advertising has been used. Where an external search agency has been used, it shall be identified in the annual report and a statement made as to whether it has any connection with Scouting Ireland

10. Other matters

The committee shall:

- 10.1 Have access to sufficient resources in order to carry out its duties, including access to the Board Secretariat for assistance as required
- 10.2 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
- 10.3 Give due consideration to laws and regulations and the provision of any relevant Code as appropriate, in both jurisdictions.

- 10.4 Arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.
- 10.5 Carry out additional duties as may be delegated to the Committee by the Board from time to time that are with the Terms of Reference of the Committee

11. Authority

- 11.1 The committee shall operate under delegated authority from the Board.
- 11.2 The committee is authorised by the Board to obtain, at the organisations expense, outside legal or other professional advice on any matters within its terms of reference subject to Board approval and in compliance with company financial handbook.
- 11.3 The Board has full discretion to stand a Committee down at any time.