

# Terms of Reference Safeguarding Committee

## Constitution

The Committee has been established by resolution of the Board of Trustees of the Charity (the "Board") and is to be known as the "Safeguarding Committee".

## Purpose

To identify and implement appropriate policies and procedures to safeguard and promote the welfare of all service users, staff, volunteers and partners working for or with For Jimmy, under the Section 10 of the Children Act 2004.

## General Responsibilities

The Committee ensures that safeguarding training and supervision is supportive, effective and meets the needs of staff and the best interest of service users. It also ensures effective systems are in place to record, monitor and audit safeguarding practice and procedures, and responds, if necessary, to poor or unsuitable practice.

## Membership

The Board shall appoint the Chairperson of the Committee (the "Chairperson")

The members of the Committee shall be appointed by the Board and consist of at least two Board members and at least one member of the Executive team.

The Committee has the power to co-opt up to three additional members and will endeavour to appoint at least one external member.

A quorum necessary for the transaction of business is two members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

Appointments to the Committee shall be for a period of three years, with a maximum of two consecutive three year terms, after which there will be a minimum of a one year break.

The Board shall regularly review the membership of the Committee to ensure that membership is refreshed and undue reliance is not placed on particular individuals.

The Committee shall be provided with appropriate and timely training, both to induct new members to the Committee and or existing members, where necessary.

If members of the Executive team or senior management are involved in advising or supporting the Committee, that Role should be clearly separated from the one they hold within the business and care should be taken to recognise and avoid conflicts of interest.

## Attendance and frequency of meetings

The Committee will meet at least three times per year.

The Committee will also convene as necessary should the need arise as a result of emerging concerns about policy or practice, allegations against staff or in light of events which may suggest the need to review any aspect of the safeguarding practice.

## Agenda and Papers

Where possible, the agenda and papers will be issued to members a week before the meeting.

## Reporting

The Committee will report back to the Board identifying any matters in respect of which it considers that action or improvement is needed. Action points of each meeting will be made available to all relevant parties.

## Specific responsibilities of the Committee

**Undertake regular policy review to ensure:**

- Any legislative or regulatory change, high profile serious case reviews or relevant research is reflected in policy and articulated in practice.
- That policy and practice remains compliant with legislation, regulation and recognised good practice and is committed to celebrating diversity, challenging discrimination and modelling integrity.



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