

TERMS OF REFERENCE – SAFEGUARDING SUBGROUP

Purpose

The role of the NELP sub-group allows particular focus on a key area of interest and brings together subject matter experts to collaborate and share best practice. Any outputs from the group will be shared with the wider network.

Aims

The Safeguarding sub-group sets out to provide an opportunity for those with specific responsibility of Safeguarding and Prevent within NELP member organisations to:

- Build a network of peers who may benefit from confidential peer advice.
- Gain a better understanding of localised risks and data relating to Safeguarding and Prevent.
- Identify opportunities for training and CPD for learners and colleagues.
- Share useful resources, points of referral and key contacts with NELP members.
- Work together to build relationships with local organisations, charities and local authorities.
- Support NELP members in preparation for Ofsted inspections in relation to Safeguarding.
- Update the wider NELP membership on progress and any key objectives.

Term

This Terms of Reference is effective from 20th April 2023 and continues will be ongoing until terminated.

Group Participation

Representation on the group is encouraged from any North East Learning Provider member and is not limited to a single representative, however, participations should be in a relevant position, for example a Designated Safeguarding Lead (DSL), or other role with responsibility and/or involvement in Safeguarding and Prevent. Participation in the subgroup is subject to the organisation being a member of North East Learning Providers, unless specific external invitations are made for the benefit of members.

Roles and Responsibilities

Participants of the sub-group will commit to:

- attending meetings as frequently as possible.
- championing the network within and outside of the group.
- making timely decisions and taking any agreed action(s) so as to not hold up progress of the group.
- notifying members of the sub-group, as soon as practical, if any matter arises which may be deemed to affect the development of the group.
- if any specific examples of safeguarding or prevent issues are discussed, any personal information is redacted, or if not possible minimised, and all matters are treated private and confidential.

Participants of the sub-group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner.
- to be given reasonable time to make key decisions or actions.
- open and honest discussions, without resort to any misleading assertions.
- ongoing 'health checks' to verify the overall status and 'health' of the network.
- support from the NELP Chair and Management Team where required, this may include the facilitating communications, meetings and events, including the funding of refreshments, room hire etc.

Meetings

Meetings will be chaired by a nominated sub-group lead. The NELP chair may deputise, or this may be assigned to another group member as appropriate.

A meeting quorum will be considered as 50% of the number of sub-group participants. Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, sub-group chair makes final decision.

Meeting agendas minutes shall not be considered necessary to alleviate any administration burden, although key points or actions may need to be circulated after meetings as appropriate.

Meetings will be held monthly via Microsoft Teams with occasional face to face meetings as deemed necessary. Attendance to at least 50% of meetings per annum should be considered necessary to be considered an active participant to the group. Attendance may be delegated to a suitable deputy within the member organisation.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by sub-group members and the NELP management group and/or Trustees.

Issue date:	17/05/2023	Next Review due:	16/05/2026
Reviewed by:	Andrew Cumiskey, Chair and Exec. Officer	Signed:	