St Paul's Cathedral Safeguarding Advisory Group
TERMS OF REFERENCE

1. CONSTITUTION

The Chapter of St Paul's is responsible for the health and safety of all staff and visitors, including that of vulnerable people.

The safeguarding of children and adults at risk is one of the highest priorities for Chapter.

2. PURPOSE

To ensure that the highest standards of safeguarding are being met by:

- making sure that appropriate policies and processes including Safer Recruitment are in place and are being rigorously implemented;
- monitoring and auditing policy and practice of the same across the wider Cathedral community, working with and learning from St Paul's Cathedral School (SPCS) who have their own safeguarding processes in place;
- assessing and managing risk through the development of a risk and issues register on safeguarding;
- developing and managing an action plan to address the issues raised;
- developing and monitoring key performance indicators of activity; and
- sharing best practice with SPCS, the Diocese and other relevant safeguarding bodies.

3. AUTHORITY AND DECISION-MAKING

The Safeguarding Advisory Group (SAG) reports directly to Chapter, but also has a responsibility to report to the Diocesan Safeguarding Team or the Local Authority should it consider that any significant risk remains unresolved by Chapter.

Discussion at the Group is entirely confidential, unless it is agreed at the Group, or by two of the Precentor, Diocesan Safeguarding Advisor and Registrar, that information needs to be shared further.

4. MEMBERSHIP

Membership of the Group will be reviewed from time to time, but should normally comprise:

- An independent chair appointed for a three year period
- Precentor Diocesan Safeguarding Adviser
- SPCS Safeguarding Officer
- Registrar (Cathedral Safeguarding Officer)
- Head of HR
- Head of Schools and Family Learning
- Head of Security and Resilience
- Training and Development Officer
- Virger Representative
- Chaplain
- Business Strategy & Governance Officer
- Safeguarding Coordinator

The independent chair will manage this meeting, and in their absence, the Precentor or Registrar shall chair. The quorum of the Group comprises the independent chair, Cathedral Safeguarding Officer or the Precentor and two other members. The Dean is a member of all Chapter committees but will not normally attend.

5. FREQUENCY OF MEETINGS

The Safeguarding Advisory Group shall meet approximately four times a year, in school term time where possible.

The Business Strategy & Governance Officer shall be responsible for organising the meetings.

6. AGENDA AND NOTE OF MEETINGS

The agenda of the meeting shall be prepared by the independent chair and agreed with the Precentor before circulation.

The standing agenda shall include:
- Recent updates in statute, regulation and procedures
- Review of safeguarding policies and procedures

- Cathedral safeguarding update, including a review of the implementation of policies and processes and a review of upcoming changes that may have a safeguarding implication
- An update on training
- Review of recent issues, lessons learned and the sharing of good practice.
- The safeguarding action plan and risk register
- Communications arising

An anonymised note of the meeting shall be taken and circulated to Group members and to Chapter.

7. REVIEWS

A review of the effectiveness of the group shall be considered by the Precentor and Chapter annually. This review will be enabled by an annual safeguarding audit, together with an annual safeguarding report for Chapter from the independent chair based on the work of the Safeguarding Advisory Group.

Terms of Reference (TOR) review history:
    Registrar – 22nd November 2016
    Reviewed by the Precentor – 22nd November 2016
    Reviewed by the Dean – 25th November 2016
    TOR circulated to Chapter – 10th January 2017
    TOR agreed by Safeguarding Advisory Group – 13th January 2017
    Revised TOR presented to SAG – 30th November 2017
    Submitted to Chapter – 21st December 2017
    Revisions to reflect role changes by BSGO – May 2018