

St Paul's Cathedral Safeguarding Advisory Group

TERMS OF REFERENCE

I. CONSTITUTION

The Dean and Chapter of St Paul's are responsible for the wellbeing of all staff and visitors, including that of vulnerable people whilst at the Cathedral. The safeguarding of children and adults at risk is one of the highest priorities for Chapter. To that end, the Cathedral has established an independently chaired advisory group to ensure it meets this commitment.

2. PURPOSE

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

- checking that appropriate policies, procedures 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 maintenance of a safeguarding risk and issues register;
- 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 Canon Steward, Safeguarding Officer and Independent Chair, 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
- Canon Steward, Chapter Safeguarding Lead
- SPCS Safeguarding Officer
- Chief Operating Officer
- Head of HR
- Head of Schools and Family Learning
- Head of Security and Resilience
- Director of Music
- Virger Representative
- Chaplain
- Cathedral Safeguarding Officer

The Independent Chair will manage this meeting and the quorum of the Group comprises the Independent Chair, Cathedral Safeguarding Officer or the Canon Steward 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 Cathedral Safeguarding Officer and Business Support Team shall be responsible for organising the meetings.

6. AGENDA AND NOTE OF MEETINGS

The agenda of the meeting shall be prepared by the Cathedral Safeguarding Officer and agreed with the Independent Chair 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, the number of safeguarding presentations
- An update about training
- Review of recent issues, lessons learned and the sharing of good practice.
- The safeguarding action plan and risk register
- Communications arising

Minutes of the meeting 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 Canon Steward and Chapter annually, along 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

Reviewed after departure of Registrar June 2022

Reviewed after installation of new Chief Operating Officer January 2023