

## **St Paul's Safeguarding – Terms of Reference – amended April 2025**

The Safeguarding Team is a sub-committee of the Parish Church Council. We see our role as providing an important oversight of safeguarding activities within St Paul's.

To achieve this we shall:

- Follow the National Safer Recruitment Policy and the House of Bishops Safeguarding Policy in all the work that we do, with regards to safeguarding by selecting, supporting and training those with any perceived responsibility within the Church, including accessing the use of criminal records disclosures and barring checks.
- Review and submit to PCC all changes to safeguarding policy and procedure.
- Review and agree regular training needs, as and where needed, within St Paul's.
- Oversee the ongoing implementation and updating of the Diocesan Parish Dashboard.
- An annual safeguarding report will be presented at the APCM.
- The Safeguarding Team will meet every 3 months, and notes of these meetings will be kept. Respecting the need for confidentiality, the Team will report to each PCC meeting. Safeguarding is an agenda item at every PCC meeting.
- In addition, the Safeguarding Team will respond immediately should an urgent need arise.
- The Parish Safeguarding Officer, who is also the DBS administrator [Disclosure and Barring Service] ensures that the DBS register is kept up to date and new certificates are applied for, as and when deemed necessary by the Safeguarding Committee. The PSO will keep all the relevant safeguarding information up to date on the Dashboard which has all the information held securely.
- At each PCC meeting the PSO will report on any DBS activities undertaken since the previous meeting.
- At all times, there may be discussions of a confidential nature that may not be minuted. However confidential records will be kept.
- Oversee the participation of St Paul's in the North Tyneside Council's 'Safe Places' Scheme.
- Carry out the Diocesan set procedures in the event of any safeguarding 'issue'. The committee will meet to discuss, and as necessary, refer to the Diocesan Safeguarding Officer for further advice and guidance. We try to ensure the safety of the 'Church' (in its entirety) as far as possible.
- Endeavour to keep up to date with ongoing training and updates of safeguarding policy and guidance, in order to fully comply with Diocesan policy, and where we have uncertainties, we will clarify with the Diocesan Safeguarding Officer.
- Point out any shortfalls to anyone who may be unaware of safeguarding guidelines, and encourage them to seek further specific training.