



## Child Safeguarding and Protection Committee Terms of Reference

### Terms of Reference – Version Control

**Version: 2**

**Date:** 26/09/24

#### Version Control History:

TOR Version 1	Child Safeguarding and Protection Committee Terms of Reference	
<b>Version No. 2</b>		<b>Status Ratified 09.10.2024 -</b>

## Purpose

The purpose of the Child Safeguarding and Protection Committee is to promote the Joint Gaelic Games Safeguarding policies and procedures within Camogie Association units.

## Accountability

The Committee is accountable to Ard Chomhairle.

## Membership

- The Committee shall will be comprised of a chairperson and at least four other members to include the four provincial childrens officers.
- All appointments to the Committee, including that of Chairperson, will be nominated by the Uachtarán and ratified by Ard Chomhairle.
- Ard Chomhairle may co-opt further members to the Committee to provide expertise as required.
- Each Committee member will be appointed for a term of three years to coincide with the incoming Uachtarán. Additional members who have been co-opted to the committee will serve until the end of the committee's term, which may be shorter than 3 years.
- Ard Chomhairle shall ensure there is adequate continuity from one Uachtarán three-year cycle to another. Where possible, at least 50% of the committee members should continue from one three-year cycle to the next to assist with continuity and retaining Association memory.
- No nominee will serve for more than six consecutive years on the same committee.
- In the event that a committee member resigns before the end of his/her term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term which must be ratified by Ard Chomhairle.
- Final determination on the number of members on the Committee is a decision for Ard Chomhairle.
- The National Safeguarding Officer will be an ex officio member of the committee.

## Secretary to the Committee

The Secretary shall be appointed by the committee. The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

## Meetings

- The committee shall meet at least four times a year and otherwise as required.
- The quorum necessary for the transaction of business shall be three members.
- Meetings of the committee shall be called by the Secretary of the committee at the request of the committee chair.
- The Chairperson of the Committee together with the Secretary will consider the agenda for the meeting. Members may also propose items for the agenda to the Chairperson.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven days before the date of the meeting. Supporting papers shall be sent to committee members and to other

attendees, as appropriate, at the same time. The Chair can waive the notice period, providing a majority of the committee agree.

- If it is deemed required by the committee, a staff member may be invited to attend specific meetings or agenda items at the Committee's request. This request will be made via the Chairperson to the CEO.
- The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.
- Draft minutes of committee meetings shall be circulated promptly to all members of the Child Safeguarding and Protection Committee. Once approved, minutes should be made available on sharepoint and made available to all members of Ard Chomhairle
- As the subcommittee is an active advisor to Ard Chomhairle, they may ask the Committee to convene further meetings to discuss issues on which they seek the Committee's advice.

## Resources

- The Committee shall receive the necessary resources to carry out its duties and will be facilitated in this by the Committee Secretary/executive lead designated to support the committee.
- The Committee has the right to seek information from Ard Chomhairle and other committees relevant to its functions to provide assurance of adherence to governance code's recommended practices.

## Duties and Responsibilities

- Production of an annual workplan, to be submitted to and approved by Ard Chomhairle.
- Support and promote the implementation of The Code of Behaviour (Underage) and all other policies and procedures relating to child safeguarding to all units.
- Maximise the use of [www.camogie.ie](http://www.camogie.ie) and associated Gaelic Games Learning Platforms (e.g. Tobar) as an education resource on child safeguarding and protection.
- Support Children's Officers at Provincial, County and Club levels to implement safeguarding policies and procedures.
- Devise a workplan for the provision of relevant child safeguarding and protection training and education.
- Implement initiatives to promote awareness of best practise in child safeguarding and protection.
- Work with the National Childrens Officer as required to ensure effective audit of Units for safeguarding compliance, and compliance with external requirements (Sport Ireland/ Garda Vetting, Sport NI/ Access NI).
- Ensure that for committee members wishing to communicate information of a sensitive nature to the organisation, there is a confidential access channel in place through the secretary of Ard Chomhairle.

## Conflict of Interest / Confidentiality

- Committee members have a responsibility to know, understand and abide by rule/code in relation to confidentiality and declaring a conflict of interest if this should arise.
- All committee members are bound by confidentiality and declaration of confidentiality signed by each member.

## Reporting Responsibilities

- ❑ The Committee will report to, and is ultimately accountable, to Ard Chomhairle.
- ❑ The Committee will provide an update to Ard Chomhairle twice annually (October & March). This update is in the form of a formal written report for Ard Chomhairle meetings.
- ❑ The Committee must advise Ard Chomhairle between meetings if a matter is urgent and/or serious.
- ❑ The Committee will report back to Ard Chomhairle on areas or issues requested by Ard Chomhairle.
- ❑ The Committee will provide Ard Chomhairle with an Annual Report summarising the work done during the year, progress against the agreed workplan and the outcome of its self-effectiveness review. This Report will be timed to support finalisation of the organisation's annual report and financial statements.

## Review

- ❑ Review its terms of reference annually and make recommendations for any changes to the Governance Committee
- ❑ Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval.