

## **Safeguarding Operations Group: Terms of Reference**

The Task and Finish Group responsible for the creation of a Safeguarding Children Policy has been updated, and now meets as a management group of UEC responsible for the delivery and implementation of the safeguarding policy, alongside providing assurance to UEC that the University is compliant with regulatory and legislative requirements.

### Membership

- Simon Hackett (Chair)
- Amanda Wilcox - University Secretary (LSO)
- Sam Dale - Director of Student Support and Wellbeing (DLSO)
- Alex Hopkins - Head of Student Conduct Office
- Sophie Daniels -Policy Support Officer
- Nicola Johnston - Assistant Director of HR & Employment Lawyer
- Lynn Newton - Divisional Director (ITE), School of Education
- Katie Stobbs - SCA Coordinator
- Sarah Lewis - LADO - Durham Council

### Terms of Reference

The Group is responsible for:

- 1) Implementation of the Safeguarding Children and Safeguarding Adults at Risk Policies.
- 2) Implementation of Training: The Group will oversee the roll-out of safeguarding training to staff across the University.
- 3) Identification of Lessons Learnt: The Group will review incidents, reported cases etc. and identify from these any mechanisms for improving the approach to reporting and managing incidents.
- 4) Awareness of Legislation and Best Practice: It is expected that the Group will review any new legislation relating to safeguarding issues, to ensure that Durham's policies and processes are up to

date, fit for purpose, and compliant. The Group will also review best practice to ensure that the University's approach is as robust as possible.

- 5) Provision of Guidance: The Group will support the LSO and DLSO in the provision of guidance to staff and students on an ad hoc basis when presented with a query.
- 6) Prevent: The Group will identify a strategy for addressing and preventing radicalisation within the University.
- 7) Provision of Assurance: The Group will provide assurance to UEC that a) safeguarding processes are being appropriately utilised across the University, and b) the Policy is understood and implemented. This will be achieved through reporting to UEC via the LSO, and annually, or as required, to Council as part of the Responsible University assurance report.

### Operations

The Group will meet, in the first instance, every two months, until the key steps in implementation of the Safeguarding Children Policy have been undertaken. Following this, the Group will be expected to meet quarterly.

The Group will be expected to report to UEC through the UEC lead for safeguarding. Reporting elsewhere may be required on an ad hoc basis, where issues are of strategic relevance to the remit of another committee/group.