Safeguarding Strategy 2024-2027
(For the Protection of Children and Vulnerable Adults)

Version Control

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Modifications from previous version of document

Version	Date of issue	Details of modification
3	28.07.21	▪ The previous version of the policy has been checked against the BOND Safeguarding Good Practice: Safeguarding policy checklist and further information has been added to the policy. ▪ Clearer role descriptions have been added (now that we have developed job descriptions for specific individuals) ▪ The code of conduct has been reviewed and updated to more clearly state the six IASC core principles and the staff and student code of conduct have been merged into one. All new staff and students going forward will receive this version to sign ▪ Policy statement and scope of Policy sections added, appendices updated with changes to safeguarding focal points
4	21.08.24	▪ The Strategic Policy document has been changed to Safeguarding Strategy document. It has had a major update based on the BOND (2019) Good Governance for Safeguarding Document and the BOND (2021) safeguarding culture tool. It has been discussed and reviewed at the Strategic Safeguarding Oversight Committee in April and June 2024 (following a self-assessment against the culture tool). It has been reviewed by the following LSTM Executive members: B Squire, M Gray in advance of LSTM Exec ▪ Discussed at LSTM Executive Committee 21 Aug 2024 and then subsequently further review by S Airey and I Lucas and comments incorporated.

Contents

Definitions used in this document

- The Safeguarding Vulnerable Groups Act (UKPGA, 2006) and the UN Convention on the Rights of the Child (1989) define a "child" as a person under the age of 18 years old. For the purposes of this document, the terms:
  - *"child"* and *"children"* will therefore be used to describe all children and young people under the age of 18 years old.
  - *"staff"* will be used to describe employees, volunteers, contractors and representatives including those employed under consultancy arrangements.
  - *"student"* will be used to describe all undergraduate, post-graduate and short course students registered with us, or learning on our premises.

- *"Survivor-centered"* - A survivor-centred approach *"puts the rights, needs, safety, security, and well-being of survivors of sexual exploitation, sexual abuse and sexual harassment (SEAH) first"* (FCDO, 2022). The priority for an organisation after an SEAH event, is to ensure that any emergency health and psychological care which is required is provided to the survivor as soon as possible. (Protection of the organisation must <u>not</u> be prioritised over protection of the individual). Many organisations won't be able to provide services to address immediate needs (e.g., medical, psychosocial, legal), but all should be able to explain how they would safely refer survivors to appropriate services and further assist as far as possible while ensuring confidentiality, safety, respect and non-discrimination.

  In overseas contexts there may be local NGOs who can help, and/or UN-led PSEA (Preventing Sexual Exploitation and Abuse) network and/or Gender-Based Violence and Child Protection clusters to engage with.

  Reporting to law enforcement or other agencies should <u>never</u> be automatic. It should be risk-assessed to avoid doing unintended harm. Factors to be included in the risk assessment include:
  - whether the victim is a child or not
  - the local human rights situation and the protected characteristics of the survivor
  - the gender equality context
  - the wishes of the survivor, or best interests in the case of a child.

- *"vulnerable adult"* – is a person aged 18 years or older who may need health and/or care services because of mental or other disability, age or illness; and who is, or may be, unable to take care of themselves, <u>or</u> unable to protect themselves against significant harm or exploitation (NHS England, 2017). With our organisation this will often relate to research/implementation participants, patients and communities with whom we work. However there are also times when members of staff, students and collaborative partners can have vulnerabilities, but this is not always constant.

- *"Zero tolerance"* This means that as an organisation, LSTM is committed to safeguarding and has a zero-tolerance policy for staff, students and organisational representatives committing harm, sexual exploitation, sexual abuse and sexual harassment (SEAH). It will take allegations seriously and investigate them in accordance with LSTM's policies and procedures.

1. INTRODUCTION

1.1 Safeguarding is the responsibility that organisations have, to make sure their staff, operations, and programmes **"do no harm"** (Keeping Children Safe, 2020). Safeguarding is a term used to describe how we protect adults, children and young people from abuse or neglect. It is an important shared priority of many public facing services.

1.2 The UK Collaborative on Development Research (UKCDR, 2020), have taken the scope of safeguarding further to include:

'*any sexual exploitation, abuse or harassment of research participants, communities and research staff, plus any broader forms of violence, exploitation and abuse relevant to research, such as bullying, psychological abuse and physical violence.*'

2. SAFEGUARDING STATEMENT – OUR STRATEGIC COMMITMENTS

2.1 The Liverpool School of Tropical Medicine (LSTM) believes that everyone we come into contact with, regardless of age, race, religion or belief, sex, sexual orientation, gender reassignment, disability, marriage and civil partnership and pregnancy and maternity has the right to be protected from all forms of harm, abuse, neglect and exploitation. LSTM will not tolerate abuse and exploitation by any staff, students, collaborative partners, contractors or volunteers.

2.2 The LSTM Group recognises its role in safeguarding and protecting our staff, students, volunteers and other representatives as well as the beneficiaries, research participants, patients and communities with whom we have direct and indirect contact through our work.

2.3 LSTM has a zero-tolerance policy for staff and organisational representatives committing harm, exploitation or abuse. We endorse and support the principles of the Universal Declaration of Human Rights, (UN, 1948); the UN Convention on the Rights of The Child, (UNICEF, 1989); the Declaration on the Elimination of Violence Against Women, (UN, 1993) and the UN Global Compact (UN, 1997).

2.4 Our Organisational Code of conduct incorporates the Inter Agency Standing Committee (IASC) six core principles relating to Sexual Exploitation and Abuse (2019). (Although written for the humanitarian sector these are relevant to all organisations who receive grants from funders).

3. SCOPE OF DOCUMENT

3.1 This document outlines our key actions to help prevent all types of harm, including sexual exploitation, abuse, and sexual harassment (SEAH).

3.2 This document covers our strategy to develop and implement a safeguarding culture to protect:

- Children and vulnerable adults who directly participate in our research and education activity and/or use our services
- Community members who may not be directly participating in, but are affected by our research and education activity

- Staff, students, consultants, contractors, volunteers, and representatives from partner organisations with whom we work collaboratively.

3.3 The detailed procedures on our safeguarding processes to protect children and vulnerable adults and our staff and students can be found in our:
- Safeguarding Children and Vulnerable Adults' Policy and Procedure
- Safeguarding Students' Policy

3.4 In addition to the above, a number of other policies and procedures run parallel to, and in support of our safeguarding approach and can be found on our staff Dignity at Work and Study SharePoint page here.

4. EQUALITY AND INCLUSION

LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

5. IMPROVING OUR SAFEGUARDING CULTURE

5.1 LSTM's approach and responsibilities to improving safeguarding culture across the organisation (in conjunction with our subsidiary companies and our global hubs) have been developed with reference to the BOND (2019) Good Governance for Safeguarding document and the BOND (2021) Understanding Effective Safeguarding Culture tool. LSTM's Strategic Safeguarding Oversight Committee (SSOC) undertook a self-assessment against the Safeguarding Culture Toolkit (BOND 2021) in September 2023.

5.2 Based on these two documents, LSTM has identified seven key strategic aims:
1. To have a positive safeguarding culture based on our mission and values that creates a safe environment where staff, students and others can raise concerns
2. To have policies and procedures in place that encourage and enable issues to be raised, investigated and acted upon.
3. To adequately assess safeguarding risks within our research and education programmes, to ensure that they are designed and delivered with safeguarding in mind.
4. To adopt a survivor-centred approach when handling concerns and provide assurance that they are investigated robustly, fairly and sensitively.
5. To provide training and resources internally and with our external collaborative partners to raise awareness on safeguarding
6. To adopt safe recruitment and HR processes that support the implementation of good safeguarding practice
7. To ensure that we are open and accountable in relation to our safeguarding and dignity at work and study processes. Ensure governance processes are in place to oversee our implementation of safeguarding.

5.3 Based on the guidance within the BOND safeguarding culture toolkit, under each of these aims, a number of key objectives have been identified, which are detailed in the action plan at Appendix One.

5.4 The SSOC will monitor progress against the strategic action plan and review and update the risk register accordingly.

6. ROLES AND RESPONSIBILITIES TO DELIVER STRATEGY

6.1 Board of Trustees

- To ensure that LSTM meets the Charity Commission's guidance on ten actions trustee boards need to take to ensure good safeguarding governance

- Critically and objectively review LSTM's strategic plans and make sure they reflect safeguarding legislation and guidance, and the safeguarding expectations of the Charities Commission. Challenge assumptions in making decisions related to safeguarding

- Ensure the organisation creates a culture and has processes in place where safeguarding concerns can be raised and speaking up is encouraged

- To give full organisational support to the maintenance of good safeguarding policy and practice and that they receive assurance that action being taken to address breaches of organisational policies relevant to Safeguarding and Dignity at Work and Study

- To confirm they are satisfied that the organisation has systems in place to manage safeguarding risks.

6.2 Lead Trustee for Safeguarding

- Support the Board of Trustees in developing their individual and collective understanding of safeguarding and to support, advise and guide the board on safeguarding matters

- Meet with the Designated Safeguarding lead and/or Executive Champion to discuss and interrogate safeguarding practice and process and identify where the Board will require further information and assurance

- To ensure appropriate scrutiny of the organisation's safeguarding performance and provide further information and assurance to the Board of our safeguarding performance.

6.3 LSTM Executive

6.3.1 Senior leaders take an active role in "setting the tone from the top" calling out any witnessed poor behaviours. Ensuring that "small behaviours and small indiscretions" of bullying & harassment and sexual harassment are always addressed to change the organisational culture. The role of the LSTM Executive is to actively support and promote this by ensuring that:

- The organisation proactively encourages staff and associates to speak up on misconduct, harm and abuse.

- Protection is in place for anyone who wishes to raise a concern or make a complaint regarding misconduct, harm and abuse.

- Staff, students, research participants, patients, community members, collaborative partners, contractors and others are confident to speak up and clear that they will receive all necessary support to do so.
- We monitor and evaluate safeguarding practices, using international standards as a basis.
- Safeguarding measures are incorporated into all forms of funding, media and communications activities.

6.3.2 From October 2024, the Worker Protection (Amendment of Equality Act 2010) Act will strengthen existing protection for workers against sexual harassment. The new law will place a new duty on employers to take "reasonable steps" to prevent sexual harassment.

6.3.4 The Office for Students has recently published new Guidance: *"Prevent and address harassment and sexual misconduct"* (OFS, 2024), which will come into force on 1 August 2025. LSTM will develop an action plan in response to this and incorporate relevant actions into the overarching safeguarding action plan.

6.4 Executive Level Champion for Safeguarding

Chairs the SSOC and takes responsibility for the oversight of safeguarding across LSTM to provide assurance to the Executive that:

- The role and responsibilities of the organisation in relation to Safeguarding/Protection of vulnerable adults and children are met
- LSTM promotes a positive culture of safeguarding across the organisation through assurance that there are procedures for safer recruitment; raising concerns; appropriate policies for safeguarding and protection of vulnerable adults and children and that these are being followed
- The public and our participants are aware that the organisation takes safeguarding seriously and will respond to concerns about the welfare of children and vulnerable adults
- There are robust governance processes in place to provide assurance on safeguarding and the protection of vulnerable adults and children
- Effective information flows from and between the Board of Trustees, LSTM Executive, and Strategic Safeguarding Oversight Group on safeguarding and protection of vulnerable adults and children
- Funding organisations are assured of our safeguarding arrangements.

6.5 Designated Safeguarding Lead

Act as the designated lead for LSTM for safeguarding to:

- To lead the development, and implementation of LSTM's safeguarding strategy and associated action plan and safeguarding policies and processes.
- Ensure that the Board of Trustees, the LSTM Executive and the Strategic Safeguarding Oversight Committee receive the information they require to oversee and monitor our processes are robust and working
- Identify named focal points/lead professionals for safeguarding across the organisation and support to implement safeguarding arrangements

- Ensure that there is a programme of training and mentoring to support staff in relation to safeguarding

- Work in partnership with groups/departments across LSTM, including partner organisations and donors, to promote best practice in safeguarding/protection of vulnerable adults and children

- Ensure systems are in place across the organisation to assess risk in relation to safeguarding and promote protection of vulnerable adults and children

- Ensure that serious incidents relating to safeguarding are reported immediately and managed effectively and that appropriate systems are in place to learn lessons.

6.6 Strategic Safeguarding Oversight Committee (SSOC)

The role of the SSOC is to provide strategic oversight, monitoring and scrutiny of the LSTM safeguarding action plan and risk register, (reviewed alternately at each scheduled meeting) to ensure we continually improve and refine our approach to safeguarding, specifically to:

- Provide strategic oversight for all aspects of safeguarding work across the organisation and provide assurance that the safeguarding policies, procedures and risk assessment frameworks are embedded within LSTM's work and are effective in protecting people who have contact with our services

- Initiate and provide oversight to improvements in LSTM working practices, systems and procedures to support effective safeguarding practice in LSTM's work

- Review and approve on behalf of LSTM Executive, policies and procedures relating to safeguarding and protection and ensure these are up to date

- Identify, respond and escalate to LSTM Executive, and the Board of Trustees, any strategic organisational risks related to Safeguarding, and to consider and identify appropriate risk reduction strategies and monitor effectiveness

- Provide a forum for discussion on safeguarding matters that may affect LSTM's research, education or implementation activities.

For full Terms of Reference of the SSOC, please see Appendix Two.

APPENDIX ONE: STRATEGIC SAFEGUARDING ACTION PLAN

Objectives 24/25	Objectives 25/26	Objectives 26/27
1. Have a positive safeguarding culture based on our mission and values that creates a safe environment where staff, students and others can raise concerns		
1.1 Receive assurance across LSTM that all staff have signed code of conduct (CH) – 6 monthly reports on LSTM new starter compliance to go to SSOC		
1.2 Confirm and document process of how student code of conduct is implemented (MS)		
1.3 Devise a due diligence template to document progress on development of safeguarding culture within our global hubs (PT/CW with Hub Leads)	1.4 Develop safeguarding reporting updates to share information from Hubs to LSTM and from LSTM to Hubs (PT with Hub Leads)	
2. Have policies and procedures in place that encourage and enable issues to be raised, investigated and acted upon		
2.1 Monitor and evaluate new VAULT reporting system and use of external "Diverse Matters" support line to monitor usage – Quarterly report to SSOC. (An increase in reporting would demonstrate confidence in the system). (CH/HW)	2.10 All policies need to be accessible and searchable on the policy hub so that staff can identify key words.	
2.2 Carry out an analysis of safeguarding/dignity at work and study concerns which are raised to HR, how many are resolved informally, how many to formal investigations being carried out. Report to SSOC to look at effectiveness of Dignity at Work/Study and safeguarding policies (CH/HW)		
2.3 Amend template for policies to review and update the mandatory safeguarding statement (PT)	2.11 Amend LSTM policy template to include method of how assurance will be received on policy implementation. (Policy Hub Lead)	
2.4 Update Safeguarding Children and Vulnerable Adults policy (PT)		
2.5 Minor update Safeguarding Students policy. (MS/PT)	2.12 Full update of Safeguarding student policy (MS/PT)	
2.6 Minor update Student Mental Health Policy (MS/TC/MN)	2.13 Full update of Student mental health policy (MS/TC/MN)	
2.7 Write and approve the policy and process for OfS regulation of protecting students from sexual harassment and misconduct (MS)	2.15 Evaluate progress against implementation of policy/process for protecting students (MS)	

2.8 Review the Worker Protection Legislation (Amendment of Equality Act 2010) when it is published in October 2024 and incorporate necessary actions into policies and action plan		
2.9 Review the Office for Students Guidance: *"Prevent and address harassment and sexual misconduct"* (OFS, 2024), which will come into force on 1 August 2025. Develop an action plan in response to this and incorporate relevant actions into the overarching safeguarding action plan.		
Objectives 24/25	**Objectives 25/26**	**Objectives 26/27**
3. Adequate assessment of safeguarding risks within our research and education programmes, and that they are designed and delivered with safeguarding in mind		
3.1 Continue to develop our due diligence systems with collaborative partners to assess safeguarding capability and capacity. Identify high-risk partners – develop a matrix through scoring system from due diligence process (CW)	3.3 Reflect back to partners for sense check, continue working together and develop actions for partners and LSTM	
3.2 Devise a due diligence template to document progress on safeguarding risk assessment within our LSTM sponsored research programmes within our global hubs (PT/CW with Hub Leads)		

Objectives 24/25	Objectives 25/26	Objectives 26/27
4. Adopt a survivor-centred approach when handling concerns and provide assurance that they are investigated robustly, fairly and sensitively		
4.1 Feedback from staff via annual staff survey regarding raising concerns – results to be shared across organisation and action plan developed which will be monitored by LE/EDI committee (CH/ED)	4.3 Seek feedback from survivors of our new reporting approach and investigation handling. (PT/CH)	
4.2 Confidentiality in knowledge of, storage and access to sensitive information is routinely followed and monitored for all concerns raised (CH/MS/PT).	4.4 Produce safeguarding reporting handling and investigation guidelines to enable and support a survivor-centered approach and build these into case management training for investigating managers. Ensure that survivors receive appropriate support and are referred to external services as necessary, while ensuring confidentiality, safety, respect and non-discrimination. (CH/PT/HW/MS)	
	4.5 Ensure that all policies and procedures which relate to safeguarding, such as, bullying and harassment policies and processes, staff grievance/ disciplinary policies and processes, include statements on adopting a survivor-centered approach and how this should be interpreted.	
	4.6 Ensure that all staff and students who are the subject of allegations receive appropriate support and are referred to appropriate services as necessary, while ensuring confidentiality, safety, respect and non-discrimination. (CH/PT/HW/MS)	

Objectives 24/25	Objectives 25/26	Objectives 26/27
5. Provide training and resources internally and with our external collaborative partners to raise awareness on safeguarding		
5.1 To review and update the online mandatory training course (PT/CM-G)	5.6 Develop further measures to assess the quality of our training (PT/CM-G)	
5.2 To develop and deliver further training workshops specific to roles and/or groups, not just online mandatory training alone (PT)	5.7 Work with global safeguarding leads to look at options for development of online awareness raising course in global hubs (PT/EM)	
5.3 To design and deliver a training workshop specifically around safeguarding students for educational safeguarding focal points and key support staff (PT)	5.8 Carry out a review to identify which research staff/programme managers have had further training on SG in research and SG risk assessment and identify gaps (PT/Hub Leads)	
5.4 To receive assurance that staff are compliant with safeguarding mandatory training – 6 monthly reports to SSOC (CH/CM-G)	5.9 Need assurance that research teams are ensuring that community researchers/field staff within programmes have received awareness raising training (PT/Hub Leads)	
5.5 Review safeguarding training needs matrix (PT)		
6. Adopt safe recruitment and HR processes that support the implementation of good safeguarding practice		
6.1 Review and update safeguarding question on interview template (PT/CH/HP-B)	6.3 Develop succession plan for Designated Safeguarding Lead post	6.4 Appointment of a new DSL
6.2 Review and update recruitment and selection policy (CH/GC)		

Objectives 24/25	Objectives 25/26	Objectives 26/27
7. Ensure that we are open and accountable in relation to our safeguarding and dignity at work and study processes. Ensure governance processes are in place to oversee our implementation of safeguarding		
7.1 Review and update SSOC Terms of Reference (PT)		
7.2 Discuss how we publish information on safeguarding reports and raising concerns with a view to publishing an annual safeguarding report and have online information available to public which describes: – The organisation's approach to safeguarding. – How risk is assessed in planning and delivery – The policies and procedures the organisation has in place to prevent harm to participants, staff, students, volunteers and partners – Our complaint handling mechanism to enable individuals to speak up – How trustees ensure the effectiveness of those policies and procedures – How complaints and concerns are handled, investigated, and reported to the board and to the relevant authorities, where appropriate – In report include: summary of the safeguarding cases handled in the year and lessons learned and any actions being implemented as a result (MG/PT/CH)	7.3 Discuss sharing of safeguarding information and safeguarding reporting with hubs and how we can make more visible at hub level (PT and Hub Leads)	

Appendix Two: Terms of Reference, LSTM Strategic Safeguarding Oversight Committee (SSOC)

1.   Membership

Marie Gray – Director External Relations (Chair)

Dr Jo Raven, Reader and Deputy Head of Department IPH, Safeguarding Focal Point, LSTM (Deputy Chair)

Ms Philippa Tubb - Designated Safeguarding Lead, (and SG Lead for Clinical Sciences)

Prof Stanley Luchters – Professor, Executive Director CeSHHAR, Zimbabwe (Clinical Lead)

Mrs Carol Hughes – Head of People Services, HR Safeguarding Lead, LSTM

Dr Martyn Stewart, Reader - Education Safeguarding Lead, LSTM (nominated Education Deputy Safeguarding Lead is Mia Linfield, Student Academic Support Officer)

Dr Tara Tancred, Senior Research Associate, Safeguarding Focal Person - Research Ethics, LSTM

Ms Elizabeth Mkutumula, Safeguarding Officer, MLW

Ms Sian Freer - Safeguarding Focal Person, Tropical Disease Biology, LSTM

Prof Sarah Staedke - Safeguarding Focal Person, Vector, LSTM (based in Kenya)

Mr Chris Walters, Due Diligence Manager, LSTM

Committee Secretary: Annmarie Hand, Executive Assistant, LSTM

2.   Role of the Committee

The role of the SSOC is to provide strategic oversight, monitoring and scrutiny of the LSTM safeguarding strategy, action plan and risk register, (reviewed regularly at scheduled meetings) to ensure we continually improve and refine our approach to safeguarding, specifically to:

2.1   Provide strategic oversight for all aspects of safeguarding work across the organisation and provide assurance that the safeguarding policies, procedures and risk assessment frameworks are embedded within LSTM's work and are effective in protecting people who have contact with our services from potential or actual harm.

2.2   Initiate and provide oversight to improvements in LSTM working practices, systems and procedures to support effective safeguarding practice in LSTM's work.

2.3   Review and approve on behalf of LSTM Executive, policies and procedures relating to safeguarding and protection and ensure these are up to date.

2.4   Identify, respond and escalate to LSTM Executive, and the Board of Trustees, any strategic organisational risks related to Safeguarding, and to consider and identify appropriate risk reduction strategies and monitor effectiveness.

2.5   Provide a forum for discussion on safeguarding matters that may affect LSTM's research, education or implementation activities.

3.   Committee Responsibilities

Safeguarding is a collective responsibility across LSTM and each group/organisation is accountable for its actions and performance. Within this, the responsibilities of this Committee are to:

3.1   Ensure implementation of the LSTM safeguarding policy, monitor the effectiveness and impact of our policies and procedures in relation to safeguarding, protecting students and protecting vulnerable adults and children. This will include monitoring:

- The number and type of concerns raised by staff and students via the VAULT system and other methods
- Mandatory training compliance, as a %, (against a target of 95%)
- Completion rate of code of conduct for new starters, as a % (against a target of 95%)
- Monitoring of progress against the safeguarding strategy, action plan and safeguarding risk register, (at least twice a year each).

3.2 Ensure that safeguarding issues are considered and addressed at the appropriate level

3.3 Ensure that appropriate data are collected about safeguarding and protection of vulnerable adults and children

3.4 Ensure that the training programmes are in place to enable LSTM staff and students to fulfil their duties and responsibilities in relation to safeguarding

3.5 Ensure that LSTM responds appropriately to relevant national and international legislation and guidance documents and to relevant national and international external reports in relation to safeguarding and protection of vulnerable adults and children

3.6 Ensure that constructive links are maintained with relevant stakeholders, donors and external agencies.

3.7 Provide learning opportunities for members of staff and students to attend the committee as observers, to build knowledge, skills and capacity in relation to safeguarding and protection.

3.8 Please refer to Annex One for roles and responsibilities of committee members.

4. Quorum and Attendance Levels

4.1 Quorum is **Six** members: One of whom must be the Chair or Deputy Chair (M Gray or Jo Raven) <u>plus</u> the Designated Safeguarding Lead (P Tubb) plus at least four others.

4.2 Members are expected to attend a minimum of 60% of the meetings per annum (4 out of 6)

5. Frequency/timing of Meetings

5.1 The Committee will meet two-monthly and can last for up to 2 hours.

6. Evaluation

6.1 The Committee will review its Terms of Reference and attendance by members annually.

7. Accountability

7.1 The Strategic Safeguarding Oversight Committee (SSOC) is accountable to the LSTM Executive. A summary of the minutes will be sent to the LE. A quarterly safeguarding report is sent to the Board of Trustees, as well as an annual report.

Annex One

A.   Roles and Responsibilities of Strategic Safeguarding Oversight Committee Members

i.   Commit to regular and active attendance at SSOC Committee meetings (allowing up to 2 hours per meeting)

ii.   To read all papers prior to meeting attendance and actively participate in meeting discussions

iii.   Identify safeguarding issues that need to be brought to the committee's attention.

iv.   All members are required to make themselves available to staff and/or students regularly to ensure feedback and concerns can be raised without delay and fed back to the Committee.

v.   All members should communicate the discussions of the committee to their respective departments/groups in a timely manner. Communications on safeguarding should be seen as a two-way process, with members seeking the views and concerns of their departments.

vi.   Members should actively engage with other staff and student groups, such as other committees, staff and student networks and taskforces in relation to Safeguarding.

vii.   Members should use their position to actively promote safeguarding within the areas and groups they have responsibility in.

B.   Additional Responsibilities of Chair/Deputy

i.   Provide leadership and direction to the SSOC so as to facilitate the work of LSTM in pursuing its vision, mission and strategic direction within the committee's terms of reference

ii.   Facilitate the smooth running of committee meetings so that meeting is kept to agenda; that all committee members are able to actively participate and contribute; that committee business is conducted in in line with LSTM's values, and that meetings run to time

iii.   Ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated

iv.   Ensure that SSOC is conducted with due consideration to the reach, remit and boundaries of other related school committees.

v.   Identify and help reports on any issues from SSOC that need escalating to LSTM Executive

vi.   To identify agenda items that need communicating across LSTM to wider staff groups.

C.   Observers

i.   Staff and students are able to attend SSOC meetings to observe committee proceedings as part of continuing professional development activities (and is also relevant to the committee meetings to identify individuals with an interest in safeguarding for succession planning purposes for committee members)

ii.   Any staff or student who wishes to do this, should contact the Committee Secretary, who will liaise with the chair to identify a suitable future meeting date which the individual can attend.

iii.   LSTM Safeguarding Focal Persons may also attend any SSOC meetings as observers

iv.   A maximum of two observers may sit in on each SSOC meeting

v.   Where confidential matters arise, a closed section of the agenda would be enacted for <u>members</u> <u>only</u>, with all observers invited to join/re-join once sensitive discussions have concluded

vi.   Members of the board of Trustees are able to observe an SSOC meeting to assure themselves of the governance processes in place in relation to safeguarding. Trustees are encouraged to attend at least one meeting every 2-3 years.

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