



TERMS OF REFERENCE FOR SAFEGUARDING ADVISORY COMMITTEE

1. Establishment

The ISMAPNG Safeguarding Advisory Committee (“the Committee”) shall be convened in order to act as an expert advisory group to the Institute Leader of ISMAPNG on safeguarding program development, policy review and related matters. The Committee will also play an advisory role in relation to the resolution of claims brought by vulnerable people and survivors of child abuse.

2. Scope and functions

The Committee will perform the following key functions:

- 2.1 Expert advice to the Institute Leader on the initiatives, policies and practices which enable ISMAPNG to meet its obligations in the safeguarding of children and vulnerable people;
- 2.2 Expert advice on a consistent and best practice approach to child safety at a broad organisational level with particular emphasis on current expertise in child protection and safeguarding and implementation of child safety legislative reform;
- 2.3 Serving as a review panel to provide advice on the assessment of compensation for those bringing claims of abuse; and
- 2.4 Broad power to inquire into, consider and report on any proposal or matter concerned with safeguarding or professional standards.

3. Authority

The Committee will operate in an advisory capacity to the Institute Leader. It will therefore have the capacity to make recommendations to the Institute Leader, which she may decide in her absolute discretion to adopt or not.

4. Membership

Members

- Policy and governance professional
- Safeguarding or child protection expert
- Legal expert
- Expert on consulting with vulnerable people, including those with disability, the elderly or otherwise disadvantaged

The Institute Leader shall appoint the chair and members of the Committee. Each member will be appointed for 2 years with the possibility of extension for 1 year.

All members must hold a Working with Children Check. All members must undertake to notify the Institute Leader if the status of their Working with Children Check is affected and/or any other incident which may adversely affect their membership.

Invitees

- ISMAPNG Director, Standards and Legal
- ISMAPNG Safeguarding Officer
- Others as invited by the Institute Leader from time to time

The Executive Officer of the Committee will be the Safeguarding Officer.

5. Responsibilities

The responsibilities of the Committee include:

- 5.1 Advising and assisting in the formulation of policy and practice in relation to safeguarding children and other vulnerable people throughout ISMAPNG by providing advice in relation to the following:
 - the efficacy of policies such as Codes of Conduct, training programs and other initiatives;
 - review and advice in relation to the Safeguarding Standards issued by Catholic Professional Standards Limited;
 - risk assessment strategies and approaches to enable ISMAPNG to understand and mitigate risk effectively; and
 - the development of complaints handling systems to ensure appropriate acknowledgement and resolution of complaints.
- 5.2 Performing the role of a review panel to advise on the assessment of claims and appropriate and fair compensation to those bringing claims of abuse, in particular to:
 - advise and assist the Institute Leader at significant stages of the process of handling complaints of abuse;
 - ensure that ISMAPNG adopts a trauma-informed approach to the claimant at all times;
 - recommend whether a matter should be referred for further assessment, for instance by medical professionals;
 - advise on the quantum of compensation or ex gratia payments;
 - consider and advise on reporting requirements to police and other agencies; and
 - advise on other relevant matters that may arise from time to time.

The Committee may form sub-committees on either a standing or incidental basis as required to consider responses to individual complaints of abuse.

6. Confidentiality

All information disclosed to Committee members will remain strictly confidential.

7. Frequency and Conduct of Meetings

There shall be two formal Committee meetings each year.

Other meetings, which may be conducted by teleconference, shall be held at such times as requested by the Institute Leader.

8. Insurance Coverage

Members of the Committee will be covered for professional liability under the Directors' and Officers' Liability insurance policy held by ISMAPNG whilst acting in the scope of the person's duties on behalf of the Committee.