

TERMS OF REFERENCE- Third Sector safeguarding Group

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Date of Next Review	
Document Owner	LSCP Business Unit/ Young Lives Leeds

1.0 Purpose and Function

To ensure that all Third Sector organisations who work with children and young people in Leeds, understand their obligations to keeping children and young people safe. To share best practice across the sector, to inform the work of the LSCP from the Third Sector perspective and to disseminate messages from the LSCP across the sector.

All references to the Third Sector within this document includes (but is not exhaustive) of the following types of organisations:
Voluntary, Faith, Community, Sports, Arts, Charity.

During the lifetime of the sub group, we have worked with members to identify the most accessible, effective way for these meetings to be run and have agreed that thematic meetings on topics chosen by members and linked to LSCP priorities are what they prefer, however we constantly review the format of the meetings to identify if any changes are necessary.

The meetings are open to all members and are a safe space for groups/organisations to discuss any issues in relation to safeguarding.

On behalf of the LSCP Executive the Subgroup has six key functions:

1. increasing awareness of safeguarding across the Sector
2. encouraging the adoption of safeguarding standards to ensure consistency across the sector and achievement of the standards agreed by the LSCP
3. communicating the work of the LSCP across the sector
4. communicating the experience of the sector organisations and service users, especially children and young people to the LSCP
5. promoting change in the interests of children and young people through identification of issues of interest or concern to the table and share innovative practice.
6. contributing to the LSCP priorities.

1.2 In discharging its responsibilities, the Third Sector Safeguarding Group will:

- Ensure that membership of the group includes representatives from key areas of service and provision
- Consider how the voice of children and families is informing the priorities and outcomes of the work.
- Report progress, achievements and risks to the LSCP Executive as required and demonstrate the difference to children and young people.
- Work in conjunction with other groups of the LSCP to ensure that safeguarding arrangements are effective and continually developing. .

2.0 Governance & Accountability

2.1 The Chair of the Sub Group is a senior manager from within a partner agency. A deputy chair from another agency will be appointed to cover the Chair's duties when required

2.2 The subgroup is accountable to the LSCP Executive and Partnership.

2.3 Administrative support will be provided by the LSCP Business Unit and Young Lives Leeds.

3.0 Membership

3.1 Partners will identify and nominate staff from within their organisation / service with an interest in safeguarding to attend the meetings.

Members of the Subgroup will:

- Attend and actively participate in subgroup meetings. If unable to attend, members will ensure alternative representation where possible.
- Participate, where appropriate and necessary, in other forums/strategic groups deemed critical to the progress of the action plan,
- Participate in any task and finish groups required to progress the action plan.
- Ensure that information flows effectively between the Subgroups of the LSCP and within their own organisation / service.

3.2 Membership of the Subgroup is as follows:

The group consists of representatives from across the Third Sector who work with children and young people. The chair and vice-chair of the group are elected every 3 years through the process approved by Young Lives Leeds Third Sector Forum.

4.0 Operating Standards

4.1 The Third Sector Safeguarding Group will meet every 3 months,

- 4.2 The Third Sector Safeguarding Group will be quorate if there are members from 3 or more different agencies / services present at the meeting.
- 4.3 The agenda of meetings shall be agreed by the Chair in advance of the meetings.
- 4.4 LSCP/YLL will co-ordinate production of the agenda for each meeting.
- 4.5 The agenda should be sent out to all members at least three working days in advance of meetings.