

## **Terms of Reference (August 2020)**

### **Blue Ventures Safeguarding and Reporting Committee**

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#### **Authority**

The Blue Ventures Safeguarding and Reporting committee (SRC) is a sub-committee of the Blue Ventures (BV) Board of Trustees and shall conduct all activities within these Terms of Reference.

#### **General Responsibilities**

The SRC will:

- determine the code of conduct required by all our employees and partners;
- ensure that the leadership of the organisation has communicated this code and people understand the importance of following this code at all times;
- ensure that appropriate training is in place for Line Managers and all other colleagues;
- ensure communication channels are open and clear and that colleagues feel able to raise issues of concerns and in some cases to report serious concerns directly to the safeguarding committee;
- investigate any incidents that are reported and take appropriate action including, involving local authorities, disciplinary action and training and coaching;
- consider and recommend what changes may need to be made to the organisations policies once investigations of complaints have been completed;
- consider how the committee can audit or sample behaviour to check that the code of conduct is being upheld.

The responsibilities of the SRC are set out in the appendix.

#### **Membership and Quorum**

- The Committee should comprise at least six members with equal representation from employees (internal members) and the board of trustees (external members) of Blue Ventures Conservation.
- The Board of Trustees will appoint three trustees to serve on this committee, one of which will be appointed Chair of this subcommittee.
- Internal members of the committee shall be managed by the Committee members, recommendations for new members shall be agreed by the existing committee and new members must be approved by a majority.
- Each member shall serve for a maximum term of three years before re-appointment or resignation. The maximum number of terms that an external member can sit on the committee is two terms. There is no time restriction to the membership of internal membership. The Chair of the SRC shall be appointed internally by the sitting trustees for a fixed term of three years.
- All committee members must have a Disclosure and Barring Service (DBS) check, this requirement is part of checking the suitability of all committee members.
- The quorum shall be four members to include at least one Trustee.
- A minute taker shall be present at all meetings.

#### **Attendance and frequency of meetings**

- The committee shall meet quarterly, in the month of the quarterly trustee meeting. Meetings are convened by the Chair, who should be a trustee (external member), and scheduled and organised by the internal members.

#### **Reporting**

- The committee will report to the main board after each meeting. Minutes and details of any significant issue will be available to all members of the Board of Trustees.
- The committee will be responsible for reporting to the Board any incidents which, in their opinion, need to be referred to the Charity Commission

**Review and Evaluate**

- The committee will carry out an annual review of its performance and assess where change may be needed.

**Effectiveness**

- Effectiveness of the SRC will be monitored by an annual audit of attendance and verification of minutes, and an annual review of the Terms of Reference (TOR) submitted to the Board for approval.

Last reviewed: By the BV Board of Trustees on 28.10.2020.

Agreed: By BV Board of Trustees 28.10.2020.

## Appendix

### 1. Responsibilities

The responsibilities of the SRC are:

#### 1. Reporting

- a. Blue Ventures staff, partners and beneficiaries should report any form of wrongdoing such as:
  - i. committing a criminal offence;
  - ii. failing to comply with a legal obligation;
  - iii. endangering the health and safety of an individual;
  - iv. environmental damage;
  - v. failing to respect partner community customs and culture;
  - vi. failing to comply with Blue Ventures' policies e.g. child and vulnerable adult protection, sexual and personal harassment, bribery or fraud, the Code of Conduct: or
  - vii. concealing any information relating to the above; carried out by Blue Ventures' staff or associates.

These reports should be made via the agreed reporting channels to the committee. The investigation Reports will be sent directly to the Safeguarding and Reporting Committee

#### 2. The investigation

The committee has the authority to investigate all reports of wrongdoing using both internal or external resources as appropriate and to an agreed timeframe. The committee will treat all reports with complete confidence, and based on the evidence presented, and their judgement, will begin a formal investigation. As part of their investigation the Safeguarding and Reporting Committee will refer to BV policies and rules, national legislation, local and regional customs as well as taking advice from relevant authorities and organisations.

#### 3. The decision

The investigation will conclude with an internal report and recommendation to the board of trustees of Blue Ventures Conservation as well as the reporting individual.

The board of trustees has ultimate authority as the governing body of Blue Ventures Conservation and any further action related to the investigation will be decided by the board.