



**St Helena  
Government**

# Policy & Procedure Sub-Group (PPS)

## Terms of Reference

**Date Approved and Adopted:**  
**Frequency Review:** Annual  
**Next Review:**  
**Terms of Reference Drafting:** Sub-Group Chair

**Version Number:** 1.0

## **1. Purpose**

The sub-group will meet to undertake the development and routine review of existing safeguarding policies and procedures available across St Helena; to update, amend and write safeguarding policies & guidance for SHG, Safeguarding Board partners, and private business. The focus will be to establish a minimum standard of policy and procedure for SHG, church and community groups, corporate and voluntary partners creating uniformity in policy & procedure across St Helena; and to provide oversight to the implementation and maintenance of such. The sub-group will look to respond to national legislative and policy change, by developing new guidance and recommendations in relation to policy & procedure for the SGB

## **2. Membership**

Membership of the core sub-group shall comprise of representatives from:

- SGB
- NGO's
- Social Care
- Health
- Police
- Prison & Probation
- Education
- Housing & Infrastructure
- Human Rights
- SHG HR
- Charity Commission

As in the course of establishing internal and external work streams, it is likely that core members will be allocated to support such work streams. This division will be managed and monitored through meeting minutes and actions.

If any of the core members are unable to attend they must ensure that a deputy attends on their behalf and are fully updated to enable them to inform the board. Failure to send a representative for more than 2 consecutive meetings will result in escalation to Portfolio Director. For those members that do not work for SHG, contact will be made by the board secretary to establish attendance.

In addition to the above membership, key stakeholders will be invited to attend as required

## **3. Frequency of Meetings and Conduct**

The sub-group will:

- Meet once per month, on the 1<sup>st</sup> Tuesday of the Month, until such time as the sub-group agree or as required to ensure the effective performance of its duties
- Draft update reports based upon its operational workload to be provided ahead of the quarterly SGB meetings, working as part of an agreed annual programme

An agenda of items to be discussed, and supporting papers, will be forwarded to each member of the Committee and any other person required to attend

#### **4. Responsibilities**

- The PPS will develop and lead on development and review existing adults & children's safeguarding policies across all SHG portfolios to ensure they align with the SHG Working Together Document
- The group will adopt a shared learning approach to ensure guidelines reflect evidence based best practice and relevant quality standards as well as partnering & accessing current/existing accreditation schemes
- The PPS will ensure that local procedures comply with national legislation and guidance and will produce new guidelines and best practice tools as required.
- Develop standardised safeguarding policies and procedures for all SHG portfolio's to adapt and adopt, to ensure consistency across Island
- Create a Community, Charity, Sporting, and Religious group Safeguarding register
- Create and maintain an annual oversight programme of policy & procedure review to maintain registration

#### **5. Reporting**

- Minutes of all meetings shall be formally recorded and approved at the next meeting
- Individual work streams will give verbal updates to each sub-group meeting, which will be included in the minutes
- A summary in the form of action notes shall be submitted to the Safeguarding Board
- Develop KPIs for monitoring effectiveness of sub-group and report at each SGB

#### **6. Quality Expectations**

- Group members will commit to the sharing of information and in the development of high quality multi - agency operational policy and procedures
- 100% attendance is expected at all meetings. If members are unable to attend, their designated deputy should be sent
- The sub-group meetings will only be considered quorate if there are 3 members present. This does not apply to individual work streams

## **6. Review**

- The terms of reference shall be reviewed by the membership annually and will be amended to reflect any change in organisational structure or legal status