

# NATIONAL SAFEGUARDING STEERING GROUP

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### Terms of Reference

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#### Membership of the NSG

1. The members of the National Safeguarding Steering Group (NSSG) are appointed by the Archbishops.
2. The membership of the NSSG should include both lay and clerical representation and should include the following:
  - Lead Bishop for Safeguarding (Chair)
  - Deputy Bishop for Safeguarding (Vice-Chair)
  - Up to 5 members of the House of Bishops appointed by the Archbishops - to include Bishops from the Northern and Southern provinces and to include (where possible) Bishops having experience of the Religious Communities and Theological Education Institutions.
  - 1 – 2 members of the Archbishops' Council
  - 1 – 2 members of the Board of the Church Commissioners
  - 1 Cathedral Dean
  - Chair of the National Safeguarding Panel
  - The Bishop at Lambeth
  - Chiefs of staff to the Archbishops
3. Appointed Members will serve for a term of 5 years but may be reappointed. No appointed member will serve for more than two successive terms.

#### Meetings

4. Meetings of the National Safeguarding Steering Group will be held **at least** quarterly. Members may not send substitutes.
5. The meetings will be quorate with one half of the members present either in person or using conference call facilities.
6. The Agenda and papers of the NSSG are confidential to the members and staff of the group, but the NSSG will report regularly to the Archbishops and the National Church governance bodies and the dioceses, including by issuing an Annual Report at the end of each calendar year.
7. Staff from the National Safeguarding Working Group will be in attendance at meetings to provide advice and other support.

#### Activities of the NSSG

8. The NSSG will carry out the following activity

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- Strategic oversight of national safeguarding activity, including by making recommendations on the strategic development of that activity to the Archbishops, the House of Bishops and the Church's National Institutions.
- Oversight of the work of the National Safeguarding Team, including agreeing and signing off the annual National Safeguarding Team 'Towards a Safer Church' Business Plan and commenting on the preparation and finalization of the annual National Safeguarding Budget.
- Receiving and considering the recommendations and advice of the independently-chaired National Safeguarding Panel.
- Acting as the central point on behalf of the Church of England for the reception prior to publication of Lessons Learned Case Reviews and other internal and externally-commissioned reports on high-profile Safeguarding cases, reviewing and commenting on any recommendations prior to publication and stating on behalf of the Church of England whether the Church is in agreement with the recommendations made in any reviews as well as and monitoring the implementation of any agreed actions.
- Overseeing the work of the Goddard Inquiry Steering Group.
- Overseeing the Church of England's response to the recommendations of the Goddard Inquiry.
- Reviewing and commenting upon the Safeguarding Quality Assurance Audits of the dioceses, including engaging directly with the dioceses on the implementation of any recommendations.
- Reviewing Annual Diocesan Safeguarding returns and other reports on safeguarding activity in the dioceses and giving direct advice and recommendations on matters arising from them to Diocesan Bishops and other Church bodies and groupings where necessary.
- Advising on the development of and scrutinising draft safeguarding policy, legislation and practice guidance prior to final approval by the House of Bishops.
- Commissioning other work by the National Safeguarding Team and other bodies as required and receiving regular reports from safeguarding working/task groups as appropriate.
- Producing an Annual Report of the NSSG for publication.

### **Administration – National Safeguarding Working Group**

9. Support for the work of the NSSG will be provided by a staff-level National Safeguarding Working Group (NSWG), consisting of the following members:
  - Secretary General of the Archbishops' Council (Chair)
  - Director of Central Secretariat (Vice Chair)
  - National Safeguarding Adviser and members of the National Safeguarding Team
  - Staff from the Legal Office and Communications Office

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- Staff from other National Church Institutions, including the Church Commissioners, Pensions Board and the Archbishops' offices
10. The staff of the National Safeguarding Team will be responsible for arranging meetings, providing material and input for meetings, attending and minuting meetings, taking and typing minutes, writing draft papers, collating final papers and delivering the recommendations of the NSSG on a day-to-day basis.
  11. The Lead Bishop/Deputy Bishop for Safeguarding may attend the meetings of the staff group as they wish, either in person or using teleconference facilities.

**JUSTIN CANTUAR**  
**SENTAMU EBORACENSIS**  
**July 2016**