



DRAFT TERMS OF REFERENCE

Safeguarding Sub-committee

(the “Sub-committee”)

Approved the Board of Directors of England Boxing (the “Board”).

1 Function

The Sub-committee is established under article 78 of the Articles of Association England Boxing for the purposes of:-

- 1.1.1 Advising the England Boxing Board on the most appropriate policy and operational framework for safeguarding within England Boxing;
- 1.1.2 Ensure that safeguarding children and adults is embedded into all aspects of England Boxing’s work;
- 1.1.3 Ensure alignment and consistency of England Boxing’s approach across all England Boxing activities and services;
- 1.1.4 Provide strategic oversight for all aspects of safeguarding work across the organisation and ensure our policies and procedures are up to date and effective in protecting people from potential or actual harm;
- 1.1.5 Provide assurance that the agreed policies, procedures and standards for England Boxing’s work on safeguarding are being adhered to;
- 1.1.6 Initiate improvements in England Boxing working practices, systems and procedures to support effective safeguarding practice in England Boxing’s statutory and regulatory roles to protect people from potential or actual harm;
- 1.1.7 Identify, respond and escalate, as appropriate, organisational risk within England Boxing related to safeguarding;
- 1.1.8 Raise the profile of children and adults’ safeguarding in all England Boxing’s work and promote proactive communications and raise awareness both internally and externally;
- 1.1.9 To monitor and evaluate performance, including scrutiny of data related to safeguarding, understanding what is driving performance levels and making recommendations to make improvements when necessary.

2 Composition

- 2.1** The Sub-committee shall have no minimum of member but there shall be a maximum number of 10 members and shall comprise of the following: -
- 2.1.1 A Chair: Each and every Sub-committee must be chaired by a Director of England Boxing, who shall report directly to the Board.
 - 2.1.2 Deputy Chair appointed by the Sub-committee, at its discretion, from amongst the Standing Members and Ex-Officio Members of the Sub-committee.
 - 2.1.3 Such other members with relevant expertise as may be nominated by the Board and appointed by the Board subject to the maximum number of members specified in paragraph 2.1 of these Terms.
- 2.2** The Board will endeavour always to include individuals other than existing Board members to such Sub-committees;
- 2.3** It will be for the Board to formally appoint members of each Sub-committee.
- 2.4** Term: Four years, subject to a normal maximum of two four-year terms with the option of additional terms beyond the standard two terms, only to avoid the loss of valuable years of experience and knowledge.
- 2.5** The following shall have the right to receive notice of and attend (but not vote at) meetings of the Sub-committee: -
- 2.5.1 The England Boxing Chief Executive Officer;
 - 2.5.2 A member of the England Boxing Staff with responsibility for Safeguarding.
- 2.6** In addition, the Sub-committee Chair may invite other individuals to attend any Sub-committee meeting (including any third party with expertise that may be required). Such individuals will attend Sub-committee meetings by invitation only and are not members of the Sub-committee.
- 2.7** Members of the Sub-committee are bound by the policies of England Boxing and its Code of Conduct.
- 2.8** The Chair should seek to achieve a fair and representative balance of age, gender, ethnicity and disability amongst the membership of the Sub-committee

3 Competencies

- 3.1** Sub-committee members should, wherever possible, be appointed for their knowledge, skills and ability appropriate to the purposes of the Sub-committee in the following areas:-
- 3.1.1 Safeguarding policies, procedures, the underpinning values and mission statements, including equality and diversity policies.

- 3.1.2 safeguarding networks, the role of the different safeguarding leads (within the sport of boxing, local authorities, police and others);
- 3.1.3 Safeguarding resources and organisations that support or contribute to the safeguarding agenda;
- 3.1.4 The legal framework of safeguarding for children and young and vulnerable people;
- 3.1.5 Risk management and harm reduction strategies, including different approaches to working with adults and children who need care and support.

4 Responsibilities

- 4.1 Safeguarding is a collective responsibility across England Boxing and each department is accountable for its performance. Within this, the responsibilities of the Sub-committee are:
 - 4.1.1 To ensure implementation of the England Boxing safeguarding protocols and monitor the effectiveness and impact of the protocol both internally and externally and recommend and implement improvements where needed;
 - 4.1.2 Use the England Boxing governance structures to ensure that safeguarding issues are considered and addressed at the appropriate level;
 - 4.1.3 To ensure that appropriate data is collected about safeguarding children and adults' activity in a way that supports England Boxing's statutory and regulatory roles;
 - 4.1.4 To ensure that the training programmes are in place to enable England Boxing staff and volunteers to fulfil their duties and responsibilities in relation to safeguarding;
 - 4.1.5 To ensure that England Boxing's regulatory role within multi-agency children and adults' safeguarding procedures is clearly understood internally and externally;
 - 4.1.6 To ensure that England Boxing responds appropriately to changes in relevant legislation;
 - 4.1.7 To provide input in to the Annual Report (on England Boxing safeguarding related performance);
 - 4.1.8 To ensure that constructive links have been maintained with relevant stakeholders and external agencies, including Sport England, The RSPCC (Child Protection in Sport Unit (CPSU)) and the Anne Craft Trust.

5 Meetings

- 5.1 The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board so far as possible and applicable and so far as the same shall not be superseded by any regulations made by the Board.
- 5.2 The Sub-committee shall meet a minimum of six times during the calendar year and at other times as considered appropriate by the Sub-committee Chair.
- 5.3 At the start of each meeting any possible conflicts of interest shall be declared, or at the point a conflict becomes apparent. Any conflicts declared should be recorded in the minutes.
- 5.4 The quorum for the Sub-committee meetings shall be 50% of the voting members of the Committee.
- 5.5 Decisions of the Sub-committee may be made by electronic or written means provided that appropriate and reasonable care has been taken to ensure that all persons who would otherwise be entitled to participate in the decision (if taken at a meeting) have been appropriately briefed and given the opportunity to participate in the decision.
- 5.6 A Sub-committee member may participate in a meeting of the Sub-committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote.

6 Operational Matters

- 6.1 The Sub-committee, through its Chair or other nominated member, shall liaise with other Sub-committees and England Boxing Staff in relation to the England Boxing safeguarding operation Plan.
- 6.2 A minimum of one member of the Sub-committee will be included in any interview panel convened for the appointment of any senior manager to the department.
- 6.3 Subject to the approval of the Board, the Sub-committee may engage experts or advisors to provide advice on Safeguarding matters as the Sub-committee may deem appropriate.
- 6.4 The Sub-committee does not have any direct financial authority for spending budget money. Any financial commitment must be signed off by the relevant staff and/or Board member, in accordance with the Finance policy and the Scheme of Delegation.

- 6.5 The meetings and proceedings of any such Sub-committee shall be governed by the provisions of the Articles for regulating the meetings and proceedings of the Board so far as possible and applicable and so far as the same shall not be superseded by any regulations made by the Board.
- 6.6 All designs, inventions, work, creations, programs, discoveries or improvements conceived apprehended or learned by a member of an England Boxing (Sub)-committee during the course of serving on the Sub-committee (whether alone or together with any other person or persons) and any intellectual or industrial property rights throughout the World relating to such designs and inventions shall be the exclusive property of England Boxing.

7 Reporting

- 7.1 A record of each meeting shall be produced (minutes) including an action list after each meeting and clearly identifying items to be approved by the Board. The Board will receive the minutes of each Sub-committee.
- 7.2 The Sub-committee shall provide the Board with an annual report of its activities, that will become part of England Boxing's overall Annual Report.
- 7.3 The Sub-committee shall keep a record of attendance for all meetings and make that record part of its annual report.
- 7.4 All acts and proceedings of such sub-committees and any proposals to be ratified by the Board shall be reported in due course to the Board.

8 Support

- 8.1 Administrative support to the Sub-committee shall be provided by one or more members of staff from the relevant departments.
- 8.2 The work of the Sub-Committee relates to the relevant departments, but the Sub-committee does not supervise the work of these departments.

9 Review of these Terms of Reference

- 9.1 The Sub-committee shall review its performance and Terms of Reference every four years (or more frequently as required) and make recommendations to the Board with regard to any changes.

Version: 1.1	First version. Approved by the Board	Date: 24-01-2024

Review Schedule		
<i>Date of Review</i>	<i>Version</i>	<i>Summary of Changes</i>
