

Safeguarding Adults and Children Operational Group Terms of Reference

1. INTRODUCTION

- 1.1. Safeguarding children and adults is a priority for Cyngor Gwynedd. To ensure that suitable and appropriate safeguarding procedures are in force, the Statutory Director of Social Services convenes a Strategic Panel for Safeguarding Children and Adults, which represents Members and senior managers from all the Council's departments.
- 1.2. The Safeguarding Operational Group reports to, and works for, the Safeguarding Strategic Panel.
- 1.3. For the purpose of this Panel, the term 'safeguarding' applies to adults, children and young people and means preventing them from being abused or neglected and educating those around them to recognise the signs and dangers. Safeguarding, and promoting the welfare of individuals, is a broader term than 'protecting' individuals from being abused. It is about individuals and services recognising the risk factors and taking steps to prevent vulnerable individuals from being abused. Protection is part of the safeguarding and promoting well-being work. It refers to the activity of protecting children, young people and adults who suffer or are at risk of suffering significant harm because of abuse or neglect.

2. OPERATIONAL SAFEGUARDING GROUP TERMS OF REFERENCE

- 2.1. The Operational Safeguarding Group operates in accordance with the guidance and requirements of the Safeguarding Strategic Panel.
- 2.2. The Operational Safeguarding Group will monitor the performance across the services from a child and adult safeguarding perspective. The Group will report to the Safeguarding Strategic Panel at each meeting, clearly outlining any concerns or obstacles. The Panel will work together with the Group to respond to any identified gaps.
- 2.3. The Operational Safeguarding Group will ensure:
 - A clear understanding in the Council's workplace, and those who work on behalf of the Council, of the policies and guidelines for protecting children and adults at risk of harm and/or abuse.
 - That each department in the Council has its own safeguarding procedures documented and used appropriately, and compatible with the Council's Safeguarding Policy.
 - Staff and volunteers receive appropriate and timely safeguarding information and training.
 - Safer recruitment takes place and that the Disclosure and Barring Service (DBS) is used consistently and effectively.
- 2.4. The Designated Safeguarding Officers will undertake the role of raising awareness within their departments.

3. CHAIRSHIP

- 3.1. The Group shall appoint a Chair and a Vice-Chair every two years

4. FREQUENCY OF MEETINGS

- 4.1. The Group will meet four times per year.

5. GOVERNANCE AND ACCOUNTABILITY

- 5.1. The Operational Safeguarding Group reports to the Safeguarding Strategic Panel.
- 5.2. Business management [i.e. drawing up a work programme, meeting agenda, 'secretariat', central communication point, organising additional professional advice if necessary]] is the responsibility of the Corporate Support Department.

6. MEMBERSHIP

- 6.1. The membership of the Operational Group is Designated Officers for the field of safeguarding children and adults within each Council Department.
- 6.2. A list of Designated Safeguarding Officer for each Department can be found on the staff self-service (Hunanwasanaeth).