

Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Chief Executive Officer assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented, and monitored.

The Wellbeing and Safeguarding Standing Committee has been established by DOBCEL to oversee the provision of Wellbeing and Safeguarding in DOBCEL Schools and make recommendations to improve Wellbeing and Safeguarding practices for students, teachers, principals and DOBCEL school communities.

The role of the Wellbeing and Safeguarding Standing Committee is to:

1. oversee the operations of DOBCEL and monitoring of schools in relation to child safeguarding
2. promote a culture of safeguarding across all DOBCEL entities
3. monitor the implementation of the Wellbeing Framework as a means of informing the policies, procedures and programs in DOBCEL schools
4. liaise with key personnel in schools, networks, providing assistance and support to vulnerable young people and families and relevant committees implementing legislation for the operation of schools in a Child Safe environment
5. draft and recommend policy related to wellbeing and safeguarding to the DOBCEL Board
6. make recommendations to the Chief Executive Officer regarding provision of service and leadership in relation to wellbeing and safeguarding
7. identify and monitor areas of risk associated with wellbeing and safeguarding and escalate immediately to the Chief Executive Officer any risks associated with child safety that require mitigation

Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one (1) year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

The membership of the Committee will be managed to include representation as follows:

1. A Chair, appointed by the Board
2. At least one Director of DOBCEL
3. The Leader: Wellbeing, who acts as Executive Officer of the Committee
4. The Assistant Director People and Development
5. A primary principal
6. A secondary principal

7. A parent
8. Members with expert knowledge in areas of wellbeing and safeguarding

Administrative support will be provided by the Catholic Education Office.

Quorum – a quorum will be considered to be one half of the members.

Meeting frequency – up to six(6) meetings per year for two hours duration.

- At least one meeting per term
- Video conference may be used if required
- Email meetings/consultations may be used to consult on urgent or simpler matters

The Wellbeing Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.

The Wellbeing Standing Committee directs the following working parties:

1. Child Safeguarding Reference Group

Review of these Terms of Reference can be initiated by the DOBCEL Board or the Standing Committee at any time. **The committee will review its performance annually** in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.