

# York & North Yorkshire Combined Authority

## Safeguarding Board

### Terms of Reference (ToR) (2 June 2026)

## 1. Purpose

The Safeguarding Board exists to provide strategic leadership, oversight and assurance for the York & North Yorkshire Combined Authority (YNYCA) in relation to:

- The duty of care to protect children and vulnerable adults from harm, abuse, and neglect.\*\*
- The development, implementation and monitoring of safeguarding policies and practice.
- Achieving and maintaining **White Ribbon Accreditation**, including actions to prevent violence against women and girls (VAWG).
- The oversight of a comprehensive **EDI Strategy** for the Combined Authority.
- Embedding a promise to raise awareness and understanding throughout the combined authority.

The Board will ensure YNYCA's approach is ethical, compliant, inclusive, and aligned with national legislation and best practice.

\*\* This duty of care extends to all children and young people up to the age of 18 years or 25 years for those young people with Special Educational Needs or Disabilities ("SEND"), and adults at risk of harm. An adult at risk includes adults with learning disabilities and/or mental health needs, including those with dementia; those who may be older with additional support/care needs; and those who are physically frail or have a chronic illness e.g. brain injury or stroke with physical/sensory disability or who misuse drugs or alcohol. The term adult at risk may also include trafficked women or victims of forced marriage or modern slavery. Such characteristics do not in their own right make adults vulnerable. Every individual's circumstances are affected by their environment, for example their proximity to risk, and the support available to them.

## 2. Objectives

### 2.1 Safeguarding

- Ensure YNYCA meets all statutory safeguarding duties.

- Ensure YNYCA complies with both the North Yorkshire and the City of York Safeguarding arrangements for both adults at risk and children and young people.
- Ensure YNYCA works collaboratively across agencies to ensure a holistic contribution to safeguard and protect children and adults at risk of significant harm in accordance with statutory guidance contained in Working Together to Safeguard Children 2023, and any subsequent amendments.
- Ensure YNYCA has a dedicated Safeguarding Policy and Procedures in place, in line with requirements of the local Safeguarding Children Partnerships and Adult Safeguarding Boards.
- Maintain oversight of safeguarding training, reporting mechanisms, and escalation processes.
- Review safeguarding incidents as appropriate, learning, and improvement recommendations.
- Understanding what measures are already in place to ensure appropriate safeguarding has been adhered to.

## 2.2 White Ribbon Accreditation

- Oversee YNYCA's journey to White Ribbon accreditation, including compliance with required actions.
- Promote a culture of zero tolerance toward VAWG across the organisation and region.
- Support workforce and public-facing campaigns aligned with White Ribbon principles.
- Monitor delivery of the White Ribbon Action Plan.
- Have a plan of opportunity to promote White Ribbon Day, and across the 16 days of action (25<sup>th</sup> Nov – 12<sup>th</sup> Dec).

## 2.3 Equality, Diversity & Inclusion (EDI)

- Ensure compliance with the Public Sector Equality Duty (PSED).
- Promote an inclusive organisational culture that values diversity and eliminates discrimination.
- Review data, insights, and impact assessments to ensure equitable outcomes.

# 3. Scope

The Board covers:

- All safeguarding responsibilities across YNYCA functions, programmes, and commissioned work.
- All aspects of White Ribbon accreditation requirements.

The Board does **not** replace statutory safeguarding boards in York or North Yorkshire but will **align with and complement** existing local structures.

# 4. Governance & Reporting

- The Board will report to the **YNYCA Combined Authority Leadership Team (CALT)** and provide assurance to the **Combined Authority Cabinet** where relevant.
- Formal updates will be submitted **quarterly**.
- Recommendations requiring decision or resource allocation will be escalated through appropriate corporate governance routes.

## 5. Membership

Core membership may include:

- Senior Responsible Officer (Chair)
- YNYCA Lead Support Officer
- HR & Organisational Development Lead
- White Ribbon Lead Officer
- Communications & Engagement representative
- NYFRS
- Central Services
- Representation from the Police, Fire and Crime Directorate
- Representation from the Economy Directorate
- Representation from the Transport Directorate
- Representation from the Mayor's Office
- External partners (invited as needed, e.g., White Ribbon UK, local safeguarding partnerships)

Members must:

- Attend regularly or send an informed deputy.
- Contribute organisational expertise and updates.
- Support the implementation of Board decisions.

## 6. Meetings

- The Board will meet **quarterly** or more frequently if necessary for accreditation milestones.
- Meetings may be hybrid or virtual where appropriate.
- Agenda items must be submitted at least **five working days** prior to meetings.
- Minutes and actions will be circulated within **10 working days**.

## 7. Roles & Responsibilities

**The Board will:**

- Provide strategic oversight over safeguarding, White Ribbon, and EDI workstreams.
- Monitor delivery of action plans and performance indicators.
- Provide assurance that risks are identified, reported and managed.
- Support the embedding of a culture of safeguarding and inclusion across YNYCA.
- Ensure relevant policies remain up to date and reflect best practice.

- Promote engagement, communication and awareness across the workforce.

### **The Chair will:**

- Set agendas and lead meetings.
- Provide direction and oversight for policy development and accreditation.
- Escalate issues and risks to CMT as required.

### **Members will:**

- Lead on actions in their respective areas.
- Provide timely updates.
- Champion safeguarding, White Ribbon and EDI across their teams.

## **8. Key Deliverables (Year 1)**

- Completion of a Safeguarding Policy and mandatory training programme.
- White Ribbon Action Plan and accreditation submission.
- Launch of a communications plan for White Ribbon campaign and 16 days of action.
- Establishment of data and monitoring systems for safeguarding.
- Annual report drafted for CMT and CA Board.
- An outline training plan as appropriate.

## **9. Review of Terms of Reference**

These Terms of Reference will be reviewed:

- **Annually, or**
- **After any significant legislative, organisational or strategic changes, or**
- **Following White Ribbon accreditation** to reflect ongoing duties.