COMMON GOAL

Common Goal
Safeguarding Committee Mandate

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Contact: safeguarding@common-goal.org

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1. Purpose

This procedure establishes mandate and eligibility of the Safeguarding Committee of the Common Goal Community. The Safeguarding Committee will support continuous improvement of safeguarding, facilitate knowledge-sharing and mentoring, and promote respective principles of safeguarding children and young adults, DEI (diversity, equity, and inclusion), as well as preventing sexual harassment and abuse in the workplace, within the Community.

2. Scope

This procedure applies to all Community member organisations.

3. Background

In the context of safeguarding, all Common Goal member organisations are classified into three categories—Emerging, Expert, and Lead Organisations—based on their Common Goal profile update.

A member progresses to the status of Expert Organisation by demonstrating exceptional knowledge in a specific area, validated through their profile update results for relevant standards. Lead Organisations go beyond that and possess the ambition, expertise, and resources to expand their impact and share their knowledge with others. They exemplify leadership by undertaking roles such as serving on committees and driving collective action.

4. Eligibility

Lead Organisations for the topic of safeguarding therefore play a crucial role within the Community. Their representatives are eligible to join the Safeguarding Committee if they are willing to commit the necessary

time and effort. There is no cap on the number of members of the Safeguarding Committee, but it is envisaged that we have a diverse group of representatives that represent the diversity of the Common Goal Community. Membership terms typically begin after the Profile Update cycle evaluation and last for two years.

Eligibility criteria for joining the Safeguarding Committee include:

- The representative's organisation must meet all relevant safeguarding standards as outlined in the profile update and qualify as a Lead Organisation.
- The representative must have the resources and willingness to actively participate in the Committee's activities.

5. Termination of Membership

A Safeguarding Committee member may lose its membership if the organisation it represents no longer meets safeguarding standards (determined via the profile update) or engages in unethical conduct. The respective member will receive written notice and be given 90 days to resolve / adequately address any issues. If the issue remains unresolved / not addressed, their membership will be suspended or terminated.

6. Responsibilities of the Safeguarding Committee

Members of the Safeguarding Committee are expected to engage in the following activities.

Provide guidance on safeguarding best practices:

- Develop and compile (online) training programs, courses, certification programs, workshops, webinars, and seminars.
- Design and maintain an online library of relevant documents, tools, and resources.
- Mentor Emerging Organisations based on their profile update results.

Safeguarding documentation co-development and review:

- Establish and review the relevance and comprehensiveness of the safeguarding standards used in the profile update process.
- Co-develop and review the safeguarding framework for Common Goal.

Promote safeguarding within the Community:

- Initiate awareness campaigns on safeguarding, DEI, and workplace harassment.

- Facilitate exchanges and feedback within the community through a dedicated platform (provided by Common Goal), and through initiatives such as innovation challenges or hackathons focused on safeguarding.

Act as a sounding board for safeguarding-related issues:

- The Committee will provide advice and guidance to Common Goal on safeguarding related issues.

7. Time Commitment

Safeguarding Committee members are expected to commit approximately 20-30 hours per year. The time commitment includes the following.

Meetings:

- Participation in quarterly meetings (1.5 hours each).
- Ad-hoc meetings as required (up to 1-2 additional meetings per year).

Preparation and Review:

- 1-2 hours of preparation before each meeting to review relevant materials.
- Participation in working groups or sub-committees for specific initiatives (additional 1-2 hours per quarter).

Workshops and Capacity Building:

- Leading or participating in at least one workshop or two mentoring sessions per year (approximately 3-4 hours for preparation and delivery).

Communication and Reporting:

- Responding to emails, providing feedback on documents, and contributing to reports (up to 1 hour per quarter).

8. Ethical Principles

Members of the Safeguarding Committee must adhere to the following ethical principles.

Integrity and Honesty: Safeguarding Committee members must act with honesty and transparency in all interactions. They should provide accurate and truthful information in discussions, reports, and communications, ensuring that their contributions uphold the credibility of the group.

Confidentiality and Trust: Members must respect the confidentiality of sensitive information shared within the group. They should avoid disclosing any confidential or proprietary information related to the assessments, policies, or procedures of member organisations unless authorized.

Accountability and Responsibility: Each member is responsible for their decisions, actions, and recommendations. They must be accountable for the outcomes of their work, ensuring that their contributions align with the purpose and goals of the Committee and the broader Community.

Fairness and Impartiality: Members should act impartially and fairly in their assessments and recommendations, without allowing personal bias, prejudice, or conflicts of interest to influence their decisions.

Respect for Diversity, Inclusion, and Equity: Members must promote and respect diversity, inclusion, and equity within the group and the Community. This includes advocating for equitable participation and ensuring that all voices, particularly those from marginalised or underrepresented groups, are heard and valued.

Commitment to Learning and Improvement: The Safeguarding Committee should foster a culture of continuous learning and improvement. Members are expected to share knowledge, learn from others, and remain open to new ideas, always striving to improve the safeguarding of member organisations.

Collaboration and Collegiality: Members should work collaboratively, supporting each other and sharing knowledge to achieve the Committee's goals. They must respect differing perspectives and foster a spirit of collegiality to maintain a constructive and respectful working environment.

Ethical Leadership: As role models within the Community, Committee members should exemplify ethical leadership. This includes acting as champions for safeguarding within their organisations and the wider community.

Conflict of Interest: Members must disclose any potential conflicts of interest that may arise in their role. They should avoid situations where personal, financial, or professional interests could compromise their ability to make impartial decisions or recommendations.

Protection of Vulnerable Populations: Particularly in safeguarding, Committee members must prioritise the protection and well-being of vulnerable populations, including children and young adults. This includes advocating for policies and procedures that prevent abuse, harassment, and discrimination and responding swiftly and effectively to any concerns.

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9. Data Protection and Privacy

Data Privacy Commitment: The Expert Group will comply with data protection laws and handle safeguarding-related data with strict confidentiality.

Data Usage: Data collected will be used solely for improving safeguarding in the community and will not be shared externally without consent.

Data Retention: Personal data will be securely stored and retained only as long as necessary. Once no longer needed, data will be anonymised or securely deleted.