



CPSIG stands for 'Child Protection Special Interest Group' and is a special interest group of both the British Association of Community Child Health (BACCH) and the Royal College of Paediatrics and Child Health (RCPCH). It is supported by BACCH through the provision of administrative support.

CPSIG aims to be a forum which supports, informs and includes paediatricians working in the field of child abuse and neglect.

CPSIG plans to do this by:

Supporting colleagues through

- education and training events
- being involved in the development of quality standards

Informing colleagues through

- regular communication with both individual members and regional groups, both via email and newsletter articles
- developing and maintaining an informative website

Involving colleagues by

- inviting and collating their contributions to national consultations and projects
- including the regional representatives in the national executive committee

CPSIG is open to doctors who are members of BACCH, the RCPCH or other appropriate professional organisations and a database of members is kept by the administrator.

Executive Committee

The executive Committee consists of a minimum of a chairperson, one treasurer and one trainee representative and two members. Regional representatives will have an automatic seat on the executive committee. The term of office of members of the executive committee is four years, thereafter re-electable by yearly ballot at the Annual General Meeting (AGM). Members of the Executive Committee shall not serve longer than six years, unless there are no nominations for replacement members. We aim to have an overlap in the terms of office of the committee members, to avoid a situation where all members of the committee will be new. All roles are of a voluntary nature, however reasonable travel expenses to committee meetings will be reimbursed. All lead roles below will provide a brief written report for the AGM regarding activity over the previous year.

Executive committee members will work towards the aims of CPSIG whilst maintaining the seven Nolan principles of Public life. Failure to do so may result in removal from office. Executive committee members will be expected to maintain up to date information in a register of Declaration of Interests, Gifts and Hospitality to be held by the CPSIG administrator and available for inspection by CPSIG members.

Vacancies for executive committee posts will be advertised on the CPSIG website and via email. Applications will be considered by CPSIG executive members, if there is more than one application per post then candidates may be decided by a ballot of CPSIG members. Member of CPSIG executive committee will be eligible for nomination to key roles such as Chair, Treasurer and BACCH representative. The Trainee and Regional Representative roles are implicit to their role on the executive committee but do not rule that person out for nomination to a key role.

Terms of Reference 2019

Roles and responsibilities of Executive committee members

Key Roles

Chair – to agree the agenda, chair and sign off minutes of the CPSIG national executive meetings in a reasonable time frame. To attend RCPCH Child Protection Standing Committee (CPSC), provide a written update for that meeting and feedback to the CPSIG executive committee. To provide leadership and direction regarding the role of CPSIG, alongside the executive committee; to agree areas of joint working with CPSC and other bodies and attend Specialty Board.

Treasurer – to maintain the accounts of CPSIG, making them available to the chair and committee as needed. To reimburse travel expenses as per terms agreed.

BACCH representative – to attend BACCH executive and council meetings in order to inform them of CPSIG activities, to promote the need to consider child abuse and neglect in all aspects of the work of BACCH and to ensure that work is not duplicated. To feed back to CPSIG chair and executive committee.

Trainee representative – to represent the views of paediatric trainees regarding safeguarding issues to CPSIG and to advocate to trainees regarding CPSIG training events and wider safeguarding training resources via trainee networks.

Additional roles

Regional representatives – to promote training and support in their respective regions. To facilitate the forwarding of local concerns and views of members to the national executive and to facilitate the communications of CPSIG to local members.

Training lead – to help to coordinate the training commitments of CPSIG at the BACCH Annual Scientific Meeting and the RCPCH Spring meeting. To support the Regional Representatives in delivering training by way of advice and contacts as appropriate.

Research lead - To explore ways to promote research into child abuse and neglect.

Legal issues lead – to be aware of potentially seminal legal cases in child protection in order to inform the committee and to put relevant information on the website for the use of members.

Exec members without portfolio – to proactively support other members in their roles as needed and to promote the role of CPSIG.

Meetings

The Annual General Meeting of the group will be held at a time to facilitate the attendance of members and is likely to either be at the BACCH ASM or RCPCH annual conference. The Executive Committee will meet twice per year in order to deal with the ongoing business of CPSIG, this is in addition to the AGM. It is possible to meet on other occasions if needed which could be by teleconference. Attendance by teleconference will be facilitated other than at the AGM. In the absence of support from the BACCH administrator a committee member will take minutes which will be sent to the Chair for approval prior to distribution.

Accounts

Accounts will be kept by the treasurer and submitted to CPSIG Executive Committee as required.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed by the executive committee. In addition an amendment may be proposed if supported by five members of CPSIG. The proposed amendment shall be forwarded to the Chair and tabled for discussion at an executive committee prior to an AGM. All proposed amendments shall be forwarded to all members of the wider CPSIG membership not less than 28 days prior to the AGM at which the changes are to be discussed and voted upon. Due notice of at least 28 days shall be given to all members of the date, time and place of that meeting.

Amendments to the Terms of Reference can only be made if there is a majority vote at the meeting (a quorum being one tenth of the members or 15 members, whichever is the larger) or by a two thirds majority of the replies received from a postal or digital ballot.