

TERMS OF REFERENCE

Background

The Group shall be called 'Child Protection Special Interest Group' (CPSIG). It is a subgroup of the British Association of Community Child Health (BACCH), which is affiliated to the Royal College of Paediatrics and Child Health (RCPCH).

The Group is supported by BACCH financially.

Aims

1. To keep Safeguarding as a compulsory component of paediatric practice.
2. To identify and discuss issues relating to Safeguarding and Child Protection; reporting to BACCH .
3. To ensure that there are regular multidisciplinary, national and regional, study days on child abuse and neglect including a regular session at the RCPCH annual spring meeting and the annual scientific meeting of BACCH.
4. To provide expertise clinical representation when needed to RCPCH CP Standing Committee
5. To provide a support network for colleagues and regional groups.
6. To encourage and support reflective clinical practice through national and regional meetings.
7. To encourage research into child abuse and neglect; and standard setting and audit.
8. To Promote close working relationships with relevant bodies

Membership

This shall be open to doctors who are members of BACCH, the RCPCH or other appropriate professional organisations. The Administrator and Secretary shall keep a list of members.

The Executive Committee shall fix any charge levied for joining the Group.

Executive Committee

The Executive Committee shall consist of a minimum of two members and one chairperson and one treasurer. Elections will be held at the annual general meeting. The term of office of the Executive Committee is four years, thereafter re-electable yearly by ballot. Members of the Executive Committee shall not serve longer than six years unless there are no nominations for replacement members. There shall be an overlap in the terms of office of the committee members, to avoid a situation where all members of the committee will be new. A possible solution is to extend the term of office of one or two of the committee members, and also to stagger the election of committee members.

Meetings and Study days

The Annual General Meeting of the Group will be held each year. Any member of the Group is allowed to vote at the Annual General Meeting.

The Executive Committee will meet as and when required to deal with any business. A member of the Committee will take minutes in the absence of support from the BACCH administrator.

The Group will organise sessions at the annual spring meeting of the RCPCH and one at the annual scientific meeting of BACCH. Other study days will be organised by regional representatives.

All study days will be multidisciplinary and will be open to members and non-members.

Accounts

Accounts will be kept by the Treasurer and submitted to the Treasurer of BACCH annually. CPSIG shall abide by the BACCH standing financial instructions.

Amendments to the constitution

Amendments to the constitution may be proposed by any five members. The proposed amendments shall be forwarded to the Chairman or Secretary not less than two months before the annual general meeting of the Group and the Committee shall inform all members of the Group of the proposed amendments not less than 28 days before the annual general meeting at which the changes are to be discussed and voted on. Due notice shall be given to all members of the date, time and place of that meeting.

Amendments to the constitution can only be made if there is a majority vote at the meeting (a quorum being one tenth of the members, or 25 members, whichever is the larger), or by a two-thirds majority of the replies received from a postal ballot.

September 2012

(Approved by CPSIG AGM 23 May 2012, and by BACCH Executive 22 June 2012, final amendments made 04 September 2012)