



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 doctors and medical students with an interest in the field of child abuse and neglect.

CPSIG plans to do this by:

Supporting colleagues through

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

Informing colleagues through

- regular communication with both individual members and regional groups
- 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

A database of CPSIG members will be kept by the administrator.

### **Executive Committee**

The Executive Committee consists of a minimum of a chair, treasurer, resident doctor representative and regional representatives. Additional members may be co-opted as decided by the committee.

The term of office of members of the Executive Committee is four years, thereafter re-electable annually at the Annual General Meeting (AGM) if 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, CPSIG finances permitting. 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 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. Applicants will be required to supply a contact for one reference. Applications will be considered by CPSIG Executive Committee members, and successful applicants will be co-opted to the Executive Committee before being formally elected at the AGM. Executive Committee roles will be decided by the committee. If there is more than one application for a regional representative post, then

Terms of Reference: approved 2026, to be reviewed 2029

candidates will be decided by a ballot of that region's CPSIG members. If there are fewer than five responses, then this decision will be made by the Executive Committee.

## **Roles and responsibilities of Executive Committee members**

### Key Roles

**Chair(s)** – 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 the CPSC and other bodies and attend RCPCH Specialty Board. To attend other meetings as required or delegate them to other members of the Executive Committee.

**Treasurer** – to maintain the accounts of CPSIG alongside the CPSIG administrator, making them available to the chair(s) and Executive Committee as needed.

**Resident Doctor Representative** – to represent the views of resident doctors to CPSIG regarding safeguarding issues. To advocate to resident doctors regarding CPSIG training events and wider safeguarding training resources via resident doctor networks.

**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. To consider setting up regional CPSIG meetings or contribute to regional educational events.

**Administrator** (*ex officio and non-voting*) – to provide administrative support to the Executive Committee and CPSIG more widely, including: To distribute papers and taking minutes for Executive Committee and other ad hoc meetings. To maintain the CPSIG membership database. To communicate with members, including sending details of relevant news updates, consultations, surveys and events. To manage the day-to-day finances of the organisation and maintain the accounts alongside the Treasurer.

### Additional Roles

**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.

**Training and Education Lead** – to help to coordinate the training and education commitments of CPSIG at the BACCH Annual Scientific Meeting and the RCPCH annual conference. 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. To support CPSIG members interested in research.

**Undergraduate Representative** – to represent the views of medical students regarding safeguarding issues to CPSIG. To advocate to medical students and universities regarding child protection curriculums, CPSIG training events and wider safeguarding training resources.

## **Meetings**

An Annual General Meeting will be held online prior to an executive committee meeting. The

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Executive Committee will meet at least quarterly to deal with the ongoing business of CPSIG. Meetings will generally be online with an aim to have at least one face-to-face hybrid meeting annually. 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 administrator and Treasurer and submitted to the CPSIG Executive Committee as required. They will be presented at the Annual General Meeting.

### **Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed by the Executive Committee and should be reviewed every three years. All proposed amendments shall be forwarded to all members of the wider CPSIG membership for comment prior to being finalised.