Childcare Advisory Committee

Terms of Reference
Reviewed and approved June 2024

Membership
Members of the Committee shall be appointed by the Board of Directors of Barretstown ("Board"). The Committee shall be made up of at least six Members: two Board Members, one of whom should be a medical professional, independent advisers, parent ambassador, Chief Executive Officer, Nursing Director and Camp Director. The Board shall periodically review the membership of the Committee with a view to ensuring that it remains fit-for-purpose.

A Member of the Committee shall serve a term of four years. Where recommended by the Nominations & Remuneration Committee and agreed by the Board, a Member may serve a further term of four years.

Members may not have any financial relationship with the company.

It shall be a requirement of ongoing membership of the Committee that a Member attend not less than seventy five percent of all meetings in a calendar year.

Frequency of Meetings
The Committee shall meet as often as may be required to ensure that it discharges its duties properly, but in any event not less than four times a year in advance of Board meetings.

Quorum
The quorum for a meeting of the Committee shall be three Members present in person or by telephone.

Minutes of Meetings
Minutes of Committee meetings shall be recorded and circulated to all Members of the Committee.

Duties
- Advise on all aspects of childcare and child protection pertaining to Barretstown's onsite and offsite programmes, including child health and medical care;
- Review existing policies and procedures, assess these against current best practice and make recommendations for improvement;
- Assist in and support research, including evaluation of programme benefits and effectiveness;
- Liaise with relevant organisations and bodies as appropriate in the development of strategic alliances that will be of benefit to the ongoing development and support of the programme at Barretstown;

- Act as external resource for management and staff where particular issues of concern regarding child protection and childcare arise;
- Set specific annual objectives for the Committee with reporting dates outlined;
- Carry out an Annual Effectiveness Review;
- Review of relevant policies and procedures;

Policies
Safeguarding Policy
Infection Control Policy
Medical Policies and Procedures
Emergency Care Policy
Medication Policy
Death of a Camper or Staff Policy
Medical Marijuana Policy
Research Policy

Reporting

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Authority

The Committee is authorised to seek any information it requires from the Chief Executive Officer, Nursing Director and Camp Director in order to perform its duties.

The Committee is authorised to obtain, at the organisation's expense, outside legal or other professional advice on any matters within its Terms of Reference, subject to the approval of the Board.