

## Terms of Reference for the Governing Body's Lead Governor for Safeguarding

Agreed at the meeting of the full governing board: Autumn Term 2020

Review date: Autumn Term 2021

Name of Safeguarding and CP Governor:

Name of Deputy Safeguarding Governor:

Mrs Sarah Smith

Governor responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Headteacher: Dr. Subhani Waterfall

### Delegation

As an accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees...or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made... (Governance Handbook, March 2019).

The Governor for Safeguarding will undertake appropriate training in order to fully understand their role including, where appropriate, joining relevant staff training to keep updated.

It is the responsibility of the Governing Board to ensure that the school's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority and LSCB and national guidance.

In addition to considering the delegated responsibilities of the Safeguarding Lead the Governing Board should also nominate a member to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Headteacher (Keeping Children Safe in Education [KCSiE] guidance states that this should be the Chair).

### Levels of Delegation - Decision or Recommendation

**D = Decision** to be taken by the committee and reported to the full governing body in the minutes.

**R** = the committee to make a **Recommendation** to the full governing body, who will make the decision.

### Policies & Documents Delegated to this governor:

Policy/Document	D/R	Frequency	Term	Next Review	Statutory
Child Protection and Safeguarding Policy	R	1 y	Autumn	2020	Yes
Attendance	D	4 yrs	Autumn	2019	
Mobile Phone	D	4 yrs	Spring	2021	
DSL & Deputy Job Description	D	4 yrs	Autumn	2022	Yes
Online-Safety	D	1 yr	Spring	2018	
Behaviour	D	4 yrs	Spring	2022	Yes
Keeping Children Safe in Education (KCSiE) – September 2019, ensure latest version					

Working together to safeguard children, ensure latest version

### Duties which are delegated to this governor:

Duty	D/R	Timescales	Evidence
(i) The Safeguarding Governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	<b>D</b>	Autumn Spring Summer	Certificates
(ii) To keep the Governing Board up to date with work undertaken by the Safeguarding Governor through regular (termly) written reports supplied to the clerk to disseminate to the FGB using the Babcock Termly Safeguarding Meeting Data Collection Sheet	<b>D</b>	Termly meetings	Safeguarding report to governors
(iii) To ensure that the school appoints a Designated Safeguarding Lead (DSL) for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to child protection training.	<b>D</b>	DSL in place and appropriately trained.  See table of review above	
(iv) To ensure that the DSL role is clearly defined in the role holder's job description and the DSL receives refresher training at prescribed intervals.	<b>D</b>	DSL role description in place	
(v) Monitor and ensure that all staff, including temporary staff and volunteers, are provided with the school's safeguarding / child protection policy and staff behaviour policy/code of conduct.	<b>D</b>	Provided on induction, published on the website and stored in school in the staff room and Heads office	
(vi) To monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct.	<b>D</b>	Discussed at the termly safeguarding meeting	Meeting minutes reported at FGB
(vii) To consult with the DSL and recommend policies, including the Child Protection Policy, for review by the FGB, checking that the school has ensured that they are consistent with LSCB and statutory requirements, reviewed annually, cross referenced and made publicly available on the school's website.	<b>R</b>	Safeguarding Policy updated in the Autumn Term to the latest model  See table of review above	
(viii)	<b>D</b>	Clear procedures in place	Meeting minutes reported at FGB

Monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children. Ensure that these are in line with statutory requirements and are effective.		Reviewed regularly	
(ix) To monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations. Ensure these are followed.	<b>D</b>	SCR is checked at the termly meeting	Meeting minutes reported at FGB
(x) To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.  Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements- 'at least annually' for DSL.	<b>D</b>	Safeguarding update for all staff held annually.  Deputy DSL in place and trained	Meeting minutes reported at FGB
(xi) Monitor and evaluate how the school ensures pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum.	<b>D</b>		Termly Safeguarding meeting  HT Report  Reports from CSI
(xii) To ensure that the school has met its statutory duties (Section 175/157 Education Act 2002) by completing and returning the annual safeguarding audit to the Local Authority. Ensure that any weaknesses identified are rectified by the school without delay.	<b>D</b>	Autumn term and by 30 <sup>th</sup> November	Meeting minutes and reported at FGB
(xiii) Prepare an action plan against weaknesses identified in the audit, plus any other areas identified in need of additional attention. Monitor and evaluate this action plan.	<b>R</b>	Following a safeguarding audit.  No actions to monitor at present.	Action plan agreed at FGB  Meeting minutes reported at FGB
(xiv) Ensure that all staff, governors and volunteers have received KCSiE (Keeping Children Safe in Education) statutory guidance.	<b>D</b>	Clerk ensures KCSiE is read and understood at the AGM	Signed sheet
(xv) To monitor and evaluate the Single Central Register (SCR) annually and sign it, but more frequently in larger schools or where staff turnover is high (termly).	<b>D</b>	Autumn termly meeting	Signed SCR  Meeting minutes reported at FGB
<b>Online Safety</b>	<b>D</b>	To remain with Dave?	

<p>(xvi) To monitor and evaluate the online safety policy and report to FGB. Policy/guidance on the use of mobile technology for both staff and pupils needs to be present (this could be part of online safety policy or acceptable user policy; models are available from the Governance Consultancy team).</p>			
<p>(xvii) To monitor and evaluate the school's effective application of the online safety policy.</p>	<b>D</b>		
<p>(xviii) To ensure that the school follows all current online safety advice and keeps the children and staff safe.</p>	<b>D</b>		
<p>(xix) To support the school in encouraging parents and the wider community to become engaged in online safety activities.</p>	<b>D</b>		