

# Terms of Reference for the Safeguarding Governor(s) at St. Martin's CE Primary & Nursery School

Agreed at the meeting of the Full Governing Board on: **18<sup>th</sup> September 2023**

Next review date: September 2024

Name of Safeguarding Governor: Jon Holder

Name of Deputy Safeguarding Governor: **TBC**

**Appointing a deputy Safeguarding Governor or Trustee is best practice. This ensures that the responsibility and workload are distributed and that there is a clear succession plan.**

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

**Duties which are delegated to this governor:** *(Governance Handbook)*

*Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.*

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).

**Policies and Documents delegated to this governor / trustee:**

- Equality Objectives (Statutory)
- Safeguarding & Child Protection Policy (Statutory)
- Behaviour Policy (Statutory) – recommend for approval by Full GB (including exclusion procedures)
- Behaviour Principles (Statutory) – recommend for approval by Full GB

**D** Delegated to Governor(s) / Trustee(s)    **R** Recommend to Full Governing Board

The Safeguarding Governor(s) 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>
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.	<b>D</b>

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.	D
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.	D
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.	D
To monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct.	D
To review with the DSP the Safeguarding and Child Protection Policy, for approval 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. Monitor and evaluate implementation of the policy and report any concerns/ areas for improvement to the full governing board.	R
To ensure that the school meets the statutory requirements relating to equality legislation including publishing the Equality Objectives, equality information (or an agreed policy) on the school website to show how the school is complying with the Public Sector Equality Duty.	D
To assist with the identification of Equality Objectives for ratification by the board and monitor progress towards these objectives, reporting to the board at least annually	R
To review and agree, with the headteacher, the Behaviour Policy based on the Behaviour Principles set by the board. Check that the Policy and relevant information is published on the school website and monitor that there is continuity of application throughout the school.	D
To 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.	D
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.	D
Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements– 'at least annually' for DSL.	D
Monitor and evaluate how the school ensures pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum.	D
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.	D
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.	R
To ensure that all staff, governors and volunteers have received KCSiE (Keeping Children Safe in Education) statutory guidance.	D
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).	D
<b>Online Safety</b>	
To monitor and evaluate the school's effective application of the online safety policy (review is responsibility of staff only)	D

To ensure that the school follows all current online safety advice and keeps the children and staff safe.	<b>D</b>
To support the school in encouraging parents and the wider community to become engaged in online safety activities.	<b>D</b>

*Note from The Governance Consultancy Team: The level of delegated decision making given to an individual needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the lead governor/ trustee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the lead governor / trustee and committees or the full governing board. All delegated decisions must be reported to the full governing board.*