



**Terms of Reference - Safeguarding Committee 2021**

*Membership: minimum three governors*

*Quorum: three*

1. The committee will consist of at least three members of the Governing Body. In addition, the Chair of Governors and the Headteacher will be ex officio members of the committee.
2. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting. The Chair of the Safeguarding committee should ideally be the Safeguarding Governor.
3. The committee may, if they so wish, propose suitable persons from the Governing Body to be co-opted to the Committee and non-voting members to provide additional expertise.
4. The committee shall not be quorate unless three members of the committee are present.
5. All Governor members of the Committee shall be entitled to vote. The Chair does not have a casting vote. Non-Governors, either co-opted or visiting are not entitled to vote.
6. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposals or alternatives to debate and decide upon.
7. Minutes will be circulated to all members of the committee as soon as possible after the meeting, and to all governors with the agenda of the next Full Governing Body meeting.
8. The committee will ensure GDPR compliance in all aspects of its work and the areas of oversight within its Terms of Reference
9. The committee will endeavour to meet in advance of each Full Governing Body meeting and at other times as they see fit.
10. The committee will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate.
11. The committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
12. The membership of the committee will be determined at the first meeting of the Governing Body in the autumn term. The terms of reference of the committee will be reviewed at least annually.
13. The normal procedures and regulations of the Governing Body also apply to the committee.
14. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.
15. On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:

- To ensure that all 5 Diocesan Safeguarding protocols are followed as detailed in Section 13 (P15) of 'Model Protocols for Maintained & Academy Schools' (Sep 2018)
- To advise the Governing Body on the school's Safeguarding policies and its statutory obligations regarding Safeguarding procedures, in particular the Annual Report to Governors and the Annual Audit
- To monitor the child protection staff training profile and the Single Central Record
- To work closely with the Resources Committee and governors responsible for Health and Safety in response to school health and safety checks
- To review, approve and monitor the implementation of policies for Safeguarding: Child Protection, Health and Safety, Online Safety, Inclusion, Equalities, Anti-Bullying, Pupil Behaviour/Discipline, Safer Recruitment and other policies as appropriate
- To consider and advise on the appropriateness of any actions taken following an incident that involves the safeguarding of children at the school or on its premises and receive notification of DAISU notifications.
- To scrutinise the School Development Plan as an agenda item for each meeting, to keep the safeguarding elements and progress on actions under review.

Presented to full Governing Body on 14<sup>th</sup> October 2021