

## **Safeguarding Committee Terms of Reference**

**MEMBERSHIP:** The Committee shall consist of a minimum of the Chair of Governors/Vice-Chair of Governors, the Headteacher (or her representative) and two other Governors including at least one Co-opted Governor.

The Committee may appoint such co-opted, non-voting members as agreed by the Full Governing Board. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the Committee.

Associate members may be members of the Committee, but the majority of committee members shall be Co-opted Governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the Governing Board.

Other members of the Full Governing Board, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.

Only full members of the Safeguarding Committee, as approved by the Full Governing Board, shall have the right to vote on any resolution placed before the Committee.

**Quorum:** The quorum of the Committee shall be at least 3 members of the Committee and include the Headteacher, the Chair of the Committee and one other Governor.

**Meetings:** The Committee shall meet at least termly, or more frequently as may be required from time to time.

**Accountability:** The committee will provide support and guidance for the Headteacher in all matters relating to Safeguarding and to ensure that the policies, procedures and training requirements are effective and complies with the statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 and the Education Regulations 2015.

### **Reporting:**

To report to the Full Governing Board on Safeguarding matters.

To prepare, review and submit the Annual Safeguarding Report to the Full Governing Board

To receive and review Attendance data and reports.

Ensure that the Self-Evaluation Safeguarding Checklist is completed annually and the output is reported to the Full Governing Board

The Full Governing Board shall determine and review annually at its first meeting of the school year the Terms of Reference and membership of the Committee.

### **Terms of reference:**

- a) Ensure to appoint members of staff to the roles of Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.
- b) Ensure that the school contributes to inter-agency working in line with Statutory guidance "Working Together to Safeguard Children".
- c) Ensure that all Staff members undergo Safeguarding and Child Protection training and receive regular refresher training.

- d) Ensure that all the relevant recruitment, selection and pre- employment vetting checks are undertaken in accordance with the procedures.
- e) To ensure that formal DBS checks are carried out for all new members of staff and that the school maintains a 'Single Central Record' that is available for inspection and subject to audit at all times. To ensure that the school follows safe recruitment practices and has a formal induction programme for all new staff members.
- f) Ensure that procedures are followed in instances of allegations of abuse made against the headteacher, teachers, volunteers and all other staff.
- g) Oversee and make recommendations to the Full Governing Board and the Finance & Facilities Committee and on all aspects of school site security.
- h) To review, monitor and ensure that all relevant Safeguarding information is available on the school website.
- i) Ensure an annual cycle of risk assessment is carried out appertaining to Safeguarding.
- j) To establish and maintain policies relating to Safeguarding in line with the most recent Statutory Guidance.
- k) Ensure that the Safeguarding action plan forms part of the SIP and self-evaluation is robust.
- l) Monitor the effectiveness and impact of Safeguarding arrangements, including online safety.
- m) Ensure to have "due regard" for the Prevent Duty.

| <b>Name of Governor</b>         |       | <b>Membership Renewed</b> |
|---------------------------------|-------|---------------------------|
| Pauline Jones                   | Chair | Oct 2025                  |
| Ashley Hickson/Helen O'Sullivan |       | Oct 2025                  |
| Netty Bowden                    |       | Oct 2025                  |
| Donna Davenport                 |       | Oct 2025                  |
| Kate Wood                       |       | Oct 2025                  |
| James Woodham                   |       | Oct 2025                  |
| Jo Carvell                      |       | Oct 2025                  |

#### **Meeting Dates for the Academic Year**

| <b>Meeting</b>         | <b>Autumn term</b> | <b>Spring term</b> | <b>Summer term</b> |
|------------------------|--------------------|--------------------|--------------------|
| Safeguarding Committee | 7 October 2025     | 3 March 2026       | 9 June 2026        |