**Safeguarding portfolio – Terms of Reference**

**School Year: 2023-24**

**Lead governor / portfolio holder: Ruth Doughty**

**Deputy governor / portfolio support: Dave Dawson**

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

* Safeguarding Policy
* The portfolio holder may also from time to time have lead governor responsibility for other policies and these are set out in the annual Policy Review Schedule maintained by the Clerk.

**Duties which are delegated to this governor/trustee / this committee:**

*Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

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

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| The Safeguarding Governor(s) / Trustee(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. | D |
| To keep the Governing Board up to date with work undertaken by the Safeguarding Governor/Trustee through regular (termly) written reports supplied to the clerk to disseminate to the FGB. (To ensure that statutory requirements are met, use the termly safeguarding data collection sheet found on Governance pages of Babcock LDP website.) | D |
| 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 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. | R |
| 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 |
| 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. | 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 |

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| **Date agreed by the Full Governing Board: Wednesday 13 September 2023****Date for next review: September 2024** |