

# Terms of Reference for the Safeguarding Governor at Offwell Primary School

Agreed at the meeting of the Resources Committee on: 4<sup>th</sup> October 2018  
September 2019

Review date:

Name of Safeguarding Governor: Rebecca Stevens

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, November 2015)*  
*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 DSCB and national guidance.

In addition to considering the delegated responsibilities of the Safeguarding Governor(s) 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).

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

<b>The Safeguarding Governor(s) will undertake appropriate governor training in order to fully understand their role.</b>	<b>D</b>
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. (To ensure that statutory requirements are met, use the termly safeguarding data collection sheet found on Governor pages of Babcock LDP website)	<b>D</b>
Ensure that all governors have read the KCSiE Guidance Sept 2016	<b>D</b>
Ensure that the school adheres to the Principles of Information Sharing between local agencies and professionals, and that these principles are understood by staff and governors	<b>D</b>
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>
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>
Ensure that any deputy Designated Safeguarding Leads that are appointed (DDSLs) are trained to the same standard as the DSL	<b>D</b>
Ensure that staffing structure/timetabling allows a DSL/DDSL to be available during school hours	<b>D</b>
Monitor and ensure that all staff, including temporary staff and volunteers, are provided	<b>D</b>

with the school's safeguarding / child protection policy and staff behaviour policy/code of conduct	
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>
Recommend policies for review by the FGB, checking that the school has ensured that they are consistent with DSCB and statutory requirements, reviewed annually, cross referenced and made publicly available on the school's website	<b>R</b>
Monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher, allegations against other children and allegations about volunteers. Ensure that these are in line with statutory requirements and are effective.	<b>D</b>
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>
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/DDSL	<b>D</b>
Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements from Sept 2016 'at least annually' for DSL/DDSL	<b>D</b>
Ensure that pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum	<b>D</b>
Ensure all governors hold an enhanced DBS certificate	<b>D</b>
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>
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>
Ensure that all staff and volunteers have received KCSiE Guidance (Keeping Children Safe in Education) statutory guidance Sept 2016 and read at least Part One	<b>D</b>
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>
<b>FOR ACADEMIES FREE SCHOOLS and INDEPENDENT SCHOOLS ONLY</b> – Ensure that in addition to a DBS check, a section 128 check is carried out for all staff in management roles to ensure that they are not prohibited from teaching	<b>D</b>
Ensure that a designated teacher is appointed to work with the virtual schools head to discuss progress of Looked After Children and meet their needs in the child's Personal Education Plan. Monitor and evaluate this work	<b>D</b>
<b>Online Safety</b>	
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)	<b>D</b>
To monitor and evaluate the school's effective application of the online safety policy	<b>D</b>
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>