Mill Water School
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Lead Governor – Safeguarding

Agreed at the meeting of the FGB on: 25.09.2019
Date of Next Review: September 2020
Name of Governor Leads: Julie Cornwell

Terms of Reference

Plus any other activities as determined by the FGB.
D = Delegated to Lead Governor
R = Make Recommendations to Full Governing Board

The Safeguarding Governor 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 through termly written reports and half termly verbal updates. Written reports are to be supplied to the clerk to disseminate to the FGB.	**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**
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**
To 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; models are available from the Governance Consultancy team).	**R**
To monitor and evaluate the school's effective application of the online safety policy.	**D**
To ensure that the school follows all current online safety advice and keeps the children and staff safe.	**D**
To support the school in encouraging parents and the wider community to become engaged in online safety activities.	**D**
To ensure that the school is carrying out its duties on record keeping and disclosure of information in line with GDPR regulations. Ensure that the Data Protection Officer (DPO) is in place and acting effectively, recording and reporting on internal compliance and Data Protection Impact Assessments.	**D**
Together with the Curriculum LG scrutinise transition arrangements with other schools and further/higher education establishments.	**D**
To ensure the needs of looked after children are met and effective educational reviews are undertaken in line with relevant policy. Report and make recommendations to the FGB annually.	**D**
To ensure that the school meets statutory requirements relating to equality legislation and SEND provision.	**D**
To monitor pupil attendance, pupil discipline and behaviour.	**D**
To ensure school has robust arrangements in place to support children with medical conditions.	**D**
To monitor and evaluate the Education, Health and Care Plan (EHCP) review process. To ensure that the EHCP reviews are completed on time and the educational part of the review contain relevant information.	**D**