Terms of Reference
for the Safeguarding Governor(s)
at *Monkleigh Primary School*

Agreed at the meeting of the full governing board on: 13 September 2023

Review date: When changed

Name of the Lead Governor: as agreed at Annual Business Meeting
Name of Deputy Lead Governor: as agreed at Annual Business Meeting

Appointing a deputy Safeguarding Governor or Trustee is best practice. This ensures that the responsibility and workload are distributed and that there is a clear succession plan.

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Policies and documents delegated to this governor:

- Child Protection Policy (Statutory)
- Devon County Council Safeguarding Audit

Duties which are delegated to this Governor: *(Governance Handbook)*

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 LSCB and national guidance.

In addition to considering the delegated responsibilities of the Safeguarding Lead 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

The Safeguarding Governor(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 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	**D**

with the school's safeguarding / child protection policy and staff behaviour policy/code of conduct.	
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**
Online Safety	
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).	**D**
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**

Note from The Governance Consultancy Team: The level of delegated decision making given to an individual needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the lead governor/ trustee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the lead governor / trustee and committees or the full governing board. All delegated decisions must be reported to the full governing board.