

# HARTINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

## SAFEGUARDING COMMITTEE

September 2016

### Composition

A minimum of three members of the Governing Body, plus the Headteacher.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

### Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Body.

The Committee may invite other governors and/or associates/external advisors to attend as it finds necessary.

### Terms of Reference –

The committee shall have absolute discretion in the following:

- 1 To provide support and guidance for the Head Teacher in all matters relating to safeguarding.
- 2 *To ensure that formal DBS checks are carried out for all new members of staff and that the school maintains a 'Single Central Record' for inspection purposes.*
- 3 *To ensure the school fulfils its role in relation to Child Protection issues and has the required procedures in place.*
- 4 *To ensure that the school follows Safe Recruitment practices and has a formal induction programme for all new staff members.*
- 5 *To oversee the operation of the school's Behaviour Policy and oversee the use of Exclusions and their effectiveness.*
- 6 *To receive and review Attendance data and reports.*
- 7 *To receive and review the annual Safeguarding reports.*
- 8 *To draw up, and keep under review, an Accessibility Plan which will meet the requirements of the Disability Discrimination Act 1995, as amended and updated by the Disability Discrimination Act 1995 and to report on measures taken by the school to ensure that pupils with disabilities are treated no less favourably than other pupils.*
- 9 *To establish and maintain policies relating to Safeguarding.*
- 10 *To attend or commission appropriate governor training.*
- 11 *To report to the full governing body at least annually.*
- 12 *To review and monitor the school website for compliance.*

## **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

## **Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

## **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

## **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

The Safeguarding Committee may work in conjunction with other Committees as and when the need may arise.

September 2017

Chair .....

Signed .....

Implement, monitor and review the new Special Educational Needs (SEND) regulations

Monitor and review the deployment and impact of pupil premium funding (in collaboration with the Standards and Quality Committee (including updating of Pupil Premium Report on School Website

Review and update Safeguarding and Child Protection Policy and monitor with regard to 'checklist' issues

Monitor and review pupil behaviour including rates of exclusions and incidents of bullying and racism

Monitor and review pupil rates of attendance, punctuality and absences

Monitor and review 'Achievement for All' activities and their impact on pupil progress and attainment (in collaboration with the LSQ)

Monitor and review the provision for the more able, gifted and talented identified pupils

Monitor and review the provision for social, moral, spiritual and cultural development of children

Ensure most recent behaviour policy is on the school website

This committee has the lead responsibility for ensuring the following key statutory responsibilities and requirements are monitored and reviewed

Accessibility, Disability and Equality Policy, Admissions Policy, Child Protection and Safeguarding Policy, TOR Inclusion and Safeguarding Committee, Anti-Bullying Policy, Attendance Policy, Behaviour Policy including written statement, Healthy Eating Policy, More Able, Gifted and Talented Policy, SEN Policy, Spiritual, Moral, Social and Cultural Development Policy Standing items

The standing items listed below will be included in the agenda of all scheduled I and S committee meetings for 2014/15: - SEND - PUPIL PREMIUM - ACHIEVEMENT FOR ALL - SAFEGUARDING AND CHILD PROTECTION - BEHAVIOUR AND SAFETY OF PUPILS - RATES OF EXCLUSIONS - RACIST INCIDENTS AND BULLYING - ATTENDANCE, PUNCTUALITY AND ABSENCES - MORE ABLE, GIFTED AND TALENTED - SMSC