

Terms of Reference for the Safeguarding Lead Trustee of the Board of Trustees of the United Schools Trust

Agreed at the meeting of the Board of Trustees meeting on 18 September 2023. Safeguarding Trustee is Karen West, while Marcus West is the deputy.

Review date: September 2024

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

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

Trust boards may use their powers to delegate functions and decisions to individual trustees. It is the overall Trust 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 Trust 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 Trust 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 Principal. In line with Keeping Children Safe in Education (KCSiE) guidance this will be the Chair.

D Delegated to Safeguarding Trustee R Recommend to Full Trust Board

Note from The Governance Consultancy Team: The level of delegated decision making given to a portfolio holder needs to be agreed by the full trust board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the lead trustee making more recommendations and fewer decisions.

*Whatever you decide, make sure there is no duplication between the work of the lead trustee and the full board. **All delegated decisions must be reported to the full board through notes from the safeguarding lead.***

The Safeguarding Trustee(s) will undertake appropriate trustee training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
To keep the Trust Board up to date with work undertaken by the Safeguarding Trustee through regular (termly) written reports supplied to the clerk to disseminate to the Board. (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 board, 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 Principal 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 Principal 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, trustees 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 Board. 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