



## Safeguarding Working Group Terms of Reference

### 1. Purpose

The safeguarding working group operates under delegated authority of the board of trustees with a remit to assist the trustees to fulfil their oversight responsibilities in relation to safeguarding and to provide additional support for the Designated Safeguarding Leads for each area.

### 2. Responsibilities

The working group's responsibilities are:

2.1 To ensure that the trust has effective safeguarding policies which are properly implemented<sup>1</sup>.

2.2 To monitor and review the effectiveness and impact of safeguarding policies and procedures across the trust and make recommendations to the board of trustees for improvements where needed.

2.3 To ensure the trust conducts an annual audit of its safeguarding procedures under the approved safeguarding framework; to receive and monitor implementation of audit recommendations.

2.4 To ensure that the training programmes are in place to enable staff and trustees to fulfil their duties and responsibilities in relation to safeguarding.

2.5 To ensure the trust follows safer recruitment practices and has a formal induction programme for all new staff members which includes safeguarding as a component.

2.6 To ensure that the trust maintains a "Single Central Register" for inspection purposes, that formal DBS checks are carried out for all new members of staff and that review/renewal of DBS checks are carried out in accordance with the approved schedule.

2.7 To review and make recommendations on aspects of site security.

2.8 To ensure that the trust complies with health & safety regulations relevant to safeguarding and to make recommendations as appropriate to the board of trustees.

2.9 To identify, respond and escalate, as appropriate, organisational risk related to safeguarding.

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<sup>1</sup> As defined within the trust's Safeguarding and Prevent Risk Assessment and Action Plan 2017/18

2.10 To ensure that appropriate data on safeguarding is collected and collated in a way that supports the trust's statutory responsibilities, enables patterns/trends to be identified and supports consideration of equalities issues, training and development, resources/value for money, risks, corporate priorities etc.

2.11 To ensure that the trust responds appropriately and in a timely manner to changes in relevant legislation which have a bearing on policies and procedures.

2.12 To ensure that conducive links and relationships are maintained with relevant stakeholders and external partner agencies.

### 3. Evaluation

3.1 The criteria for the success of the working group's activities will be:

- Quality assurance and monitoring confirms a consistent approach across the trust towards the identification, decision-making, recording and management of safeguarding cases within the agreed framework.
- There is evidence that safeguarding policies, procedures and protocols are embedded across the trust, including training and awareness of staff and trustees.

### 4. Membership

Chair: Rotates amongst the DSL members.

Link Trustee for Safeguarding: Vacant

Designated Safeguarding Leads (DSLs):

- Rye Community Primary School
- Rye College
- Rye Studio School

Chief Executive

HR & Payroll Officer

Director of Finance & Business

Secretary – Clerk to the Trustees

Other officers may be invited to attend for discussion of items relevant to their responsibilities.

### 5. Quorum

The quorum for a meeting is a minimum of four (4) members, to include a DSL from each setting.

## 6. Frequency

The working party will meet once a term. Other meetings may be convened as necessary.

## 7. Authority

- The board of trustees may ask the working group to convene to discuss any safeguarding issues upon which the trustees require further advice or investigation.
- The working group may co-opt or invite other staff to attend a meeting to assist it with its discussions on any particular matter.

## 8. Accountability

The working group is accountable to the board of trustees. The nominated trustee for safeguarding will report to the trustees on the group's work, actions taken and any recommendations.

## 9. Communication

The group shall use appropriate channels to communicate to trust staff information including but not limited to; safeguarding initiatives, notices, agreements, laws, policies (including amendments) and any other items deemed of importance by the group.

## 10. Resources

The working group will make recommendations to the board of trustees on any resource implications relating to safeguarding matters.

## 11. Evaluation

The group's terms of reference shall be reviewed annually by the working group. Changes to the terms of reference shall be recommended for approval by the board of trustees.

Approved 23.11.17

Last Updated: 03.18

Date of Next Review 11.18