

Safeguarding & Governance roles & responsibilities of Trustees



Trustees will ensure they & all Local Governing Bodies work diligently within the guidance outlined within Keeping children safe in education 2019 which outlines:

'Governing bodies & proprietors must ensure that they comply with their duties under legislation. They must have regard to this guidance ensuring that policies, procedures & training in their schools or colleges are effective & comply with the law at all times'.

Role of Governance – duties & responsibilities:

- Appoint a named safeguarding Trustee
- Appoint a named governor at each school
- Keep up with statutory guidance relating to safeguarding & child protection including new multi-agency partnership arrangements
- Ensure the Trust / subsequent governing bodies has suitable & up to date policies
- Ensure the safeguarding & child protection policy describes procedures which are in accordance with government guidance & refer to locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board (LSCB). This must be updated annually (as a minimum), & be available publicly via the SPT & each schools' website
- Ensure each school has appropriate online filters & monitoring systems
- Ensure each school has appropriate safeguarding responses to children who go missing from education (CMWE)
- Ensure effective reporting arrangements which relay safeguarding information to the Trustees & each Full Governing Body each term
- Encourage others to develop their understanding of their safeguarding
- Ensure each school has a DSL & appropriate deputies have been appointed & have sufficient time & resources to undertake role; ensure the roles & responsibilities of the DSL are published
- Ensure each school has a designated teacher for looked after children (LAC); has been appointed & suitably trained
- Trustee/ Safeguarding governors meet regularly with the EHT to monitor the schools' policy & procedures
- Safeguarding governors in each school meet regularly with their DSL to monitor the implementation of Trust safeguarding policies & procedures
- Ensure all Trustees, school staff, governors & volunteers have been trained appropriately
- Ensure each schools' curriculum covers safeguarding, including online safety
- Effective monitoring arrangements of the SCR alongside the DSL to ensure the Trust/ each school carries out the appropriate recruitment checks on staff, volunteers Trustees & Governors

To achieve the above statutory duties Trustees will ensure each LGB within our Special Partnership Trust secures the effectiveness of safeguarding in the following ways:

- Identify a named governor for safeguarding & whistleblowing
- Ensure all schools display/ publishes information around each school site & on the school's web site (include a photograph) the name of the safeguarding & whistleblowing governor; review annually
- Identify the name & photograph of the safeguarding & whistleblowing governor in the Tier 2 training delivered each academic year to all staff of the school

- Identify/ publish the name/ photograph & the roles & responsibilities of the safeguarding & whistleblowing governors via the induction process for all new staff/ volunteers to the school
- Name the safeguarding & whistleblowing governors in all policies related to safeguarding & whistleblowing & publish these on the schools' web-site, review annually
- Ensure the details of the safeguarding & whistleblowing governors & contact details are included in the visitor's policy & all associated literature provided to visitors of the school (including Tier 1 & PREVENT details)
- Ensure safeguarding is a standalone agenda item at each Trustee & Local Governing Body (LGB) meeting & all discussions/ actions / challenges are recorded in the minutes held; any actions identified will be scrutinised to ensure they have been addressed
- Ensure the safeguarding & whistleblowing governor keeps abreast of all training, & updates this in accordance with guidance published. Such training will include Tier 2 (including PREVENT), on-line safety & safer recruitment, in accordance with the training matrix, which identifies the frequency of training required to secure compliance
- Ensure the safeguarding & whistleblowing governor upholds all aspects of confidentiality of any safeguarding information received
- Meets with the safeguarding Trustee at least annually to reflect upon roles/ responsibilities

Head teachers & principals should ensure:

- That the specified policies & procedures, adopted by the Trustees particularly concerning referrals of cases of suspected abuse & neglect, are followed by all staff
- The school's termly safeguarding summary documentation (including 157 actions/developments) & progress towards any developments identified must be made available via the HT report to Trustees for the scrutiny / challenge
- The school's termly safeguarding summary documentation (including 157 actions/developments) & progress towards any developments identified must be made available via the HT report Governors (ahead of the LGB meetings) to enable a full discussion with the DSL (if/ as appropriate) before the LGB meets
- Ensure that they comply with their duties under legislation; have regard to this guidance to ensure that the policies, procedures & training in their schools are effective & comply with the law at all times
- Take the leadership responsibility for the organisation's safeguarding arrangements
- Work within all safeguarding policies & procedures taking the appropriate action in a timely manner to safeguard & promote children's welfare
- Publish the roles & responsibilities of the Designated Safeguarding Lead on the schools' web site
- Ensure all policies associated with safeguarding are provided to all staff on induction (taking a proportional risk-based approach to the level of information that is provided to temporary staff & volunteers)
- Put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse & neglect including sexual abuse or exploitation & to help prevent the risks of their going missing in future

Governing bodies must:

Our Special Partnership Trust recognises that **all** members of the Local Governing Body are fully responsible for the monitoring of safeguarding within the school. **All** members of

each LGB will ensure they achieve their statutory duties securing the effectiveness of safeguarding in the following ways:

- Remain fully aware of the law & policies around Child Protection & Safeguarding in order to monitor their application in their school in accordance to the principles outlined within 'Keeping children safe in education', 'Working together to safeguard children' & data protection
- Maintain a strategic overview of all policies relating to safeguarding (not becoming involved in individual situations)
- Maintain their training in accordance to their role (Tier 2, Prevent, online safety & Keeping children safe in education & safer recruitment)
- Plan/ take opportunities to talk/ interact with the pupils in the school – e.g. – having school lunch, attending school council, participating in school events, recording all visits made within Governors monitoring records (Appendix A)
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies, their operational experience & how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- Use visits/ observations recorded to ask to questions/ seek further clarity within LGB meetings
- Delegate identified responsibilities to aid their understanding of the effectiveness of safeguarding to a named Governor
- Ensure the safeguarding & whistleblowing governor upholds all aspects of confidentiality of any safeguarding information received

Role/responsibility of the Safeguarding Governor including monitoring:

Monitoring: To further secure effectiveness within monitoring the safeguarding governor will:

- Meet with the Head Teacher on a termly basis to interrogate the safeguarding data recorded within the HT report with particular focus upon attendance, behaviour, child protection concerns (not becoming involved in individual situations)
- Undertake appropriate training associated with their role including safer recruitment as identified within the SPT Safeguarding policy
- Using Appendix B as detailed within the SPT safeguarding policy, review the Single Central Record on a termly basis; record audit outcomes using the agreed format, reporting any issues noted to the HT & LGB
- With the Head Teacher, monitor the attendance data of the pupils within the school in consideration of the SPT attendance benchmark of 90.19% analysing any persistent absence which falls below 73.1%
- On an annual basis & in conjunction with the DSL/ DDSL, assist with / contribute to the completion of the Annual 157 return which will be submitted to the LA; monitor progress towards action points identified via the HT report
- With the Head Teacher, monitor the school's safeguarding data via the HT termly report which includes the monitoring of actions/developments required/specified via the 157 return
- Be a point of contact for the HT/ DSL to discuss any current safeguarding concerns in the school (e.g. – transport issues); these will not relate to specific children
- With the Head Teacher monitor the effectiveness of safeguarding/ whistleblowing policies of the Trust which include the Prevent policy, (including the promotion of British Values), intimate care policy, on-line safety including the acceptable use policy, educational visits, first aid, anti-bullying, moving & handling, supporting pupils with medical conditions (including the medications policy)
- Undertake one annual safeguarding learning walk with the Head Teacher/ DSL noting safeguarding compliance measures checked – e.g. – moving & handling competency checks

- Ensure the photo, name & contact details of the safeguarding governor & whistleblowing governor are published around the school, in information provided to visitors & on the school web site to allow easy access for staff, families, pupils & school community
- Ensure the school web site demonstrates compliance in regard to safeguarding policies published
- Lead/ attend any sub-committee meeting which scrutinises the effectiveness of safeguarding, health, safety & well-being within the school including on-line safety
- Consider pupil views via the information presented in relation to their well-being (feeling happy/ safe); seek out the views of the pupils within the school via visits made; in Governors meetings discuss pupil views via information obtained – e.g. - school council feedback, pupil questionnaire & feedback from governor visits
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies; their operational experience & how they feel such policies are working or how they could improve recording visits made within Governors monitoring records
- Record all monitoring visits using the Special Partnership Trust standardised format held

Role/responsibility of the ARB Safeguarding Governor including monitoring:

Monitoring: To further secure effectiveness within monitoring, the safeguarding governor at Pencalenick school will liaise with the ARB lead who will become the safeguarding conduit between the ARB & Pencalenick school. Through such liaison the safeguarding governor will:

- Examine/ discuss with the ARB lead the effectiveness of recording & reporting & subsequent follow-up protocols which exist in both settings to ensure they remain fit for purpose ensuring safeguarding remains effective at all times; include the effectiveness of protocols identified for reporting any mainstream school safeguarding issues which have impacted upon ARB students
- Meet with the ARB lead on a termly basis to interrogate the safeguarding data recorded within the HT/ ARB report with particular focus upon attendance, behaviour, child protection concerns (not becoming involved in individual situations)
- Between meetings/ discussions with the ARB lead, visit the ARB provision at least yearly, taking opportunity to seek out the views of the pupils via visits made; talk/ interact with the pupils in – e.g. – attend a school lunch, obtain pupil views, oversight of pupil questionnaires recording visits made within Governors monitoring records
- Consider pupil views via the information presented in relation to their well-being (feeling happy/ safe); in Governors meetings discuss pupil views via information obtained
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies during ARB visits; their operational experience & how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- In Governors meetings discuss monitoring visits made to the ARB relaying information obtained – e.g. - pupil views, compliance measures evidenced

Role/responsibility of the Safeguarding Governor (Residential provision) including monitoring:

Monitoring: To further secure effectiveness within monitoring the safeguarding governor will:

- Meet with the Head Teacher/ Residential lead on a termly basis to interrogate the safeguarding data recorded within the HT report with particular focus upon behaviour, child protection concerns
- Visit the residential provision each term to interact with the pupils to record the residential offer & how pupil views regarding their residential offer are obtained & acted upon; record visits made within Governors monitoring records
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies; their operational experience & how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- Undertake one annual safeguarding learning walk with the Residential Lead, Head Teacher/ DSL noting safeguarding compliance measures checked – e.g. – storage of medication recording visit outcomes within the SPT Governors monitoring visit proforma
- In Governors meetings discuss monitoring visits relaying information obtained – e.g. - pupil views, staff views, compliance measures evidenced
- Obtain up to date information on developments addressed following quality assurance visits if/ as appropriate (Ofsted inspection outcomes)

Training requirements of the Safeguarding Governor:

- Tier 2 safeguarding (Annually)
- PREVENT (Annually incorporate into Tier 2 training)
- Safer recruitment (5 years)

Revised: March 2020
 Next Review: March 2021
 Responsibility: EHT, Safeguarding Trustee & LGB Safeguarding Governors



**Appendix A
Governors Monitoring**

Governor name:		Date of visit:						
Ofsted framework area (please tick): <ul style="list-style-type: none"> • Leadership & Management • Personal Development & Well-being • Behaviour & Welfare • Quality of Education • Outcomes for Learners 								
Do you consider your visit today gave you an opportunity to: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Evidence the vision, ethos & strategic direction of the school in action?</th> <th style="width: 33%;">Hold the head teacher to account?</th> <th style="width: 33%;">Determine if the provision evidenced value for money</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Yes/No</td> <td style="text-align: center;">Yes/No</td> <td style="text-align: center;">Yes/No</td> </tr> </tbody> </table>			Evidence the vision, ethos & strategic direction of the school in action?	Hold the head teacher to account?	Determine if the provision evidenced value for money	Yes/No	Yes/No	Yes/No
Evidence the vision, ethos & strategic direction of the school in action?	Hold the head teacher to account?	Determine if the provision evidenced value for money						
Yes/No	Yes/No	Yes/No						
Staff/class/person visited:								
Purpose of visit today include SIP target if your visit links to a planned school improvement area:								
What I have learned as a result of my visit:								
Any questions in relation to my visit today or do I need any further information?								

This monitoring report will be shared with the Full Governing Body; will you need to specifically share your report with anyone else today - Y/N (if yes, please name):

- Y/N
- Name:



Single Central Record Checklist – Appendix B

This process will take place each term; any actions required will be recorded & followed up within one week to secure compliance measures are adhered to

Date:	Head Teacher	Safeguarding Governor

Single Central Record Checklist - minimum expectations

(Tick)

Name of person:	
Address:	
Date of birth:	
Evidence of ID (including photograph):	
Qualification(s) required:	
Qualification(s) evidenced & date checked:	
Start date:	
DBS Enhanced Check & date received (not statutory to record number):	
Barred List Check (only if in Regulated Activity) & date received:	
Prohibition Check (teachers/people with QTS); date checked:	
Right to Work in UK; date checked:	
Overseas checks needed/undertaken (type & date):	
Restriction check for teachers who have worked in EEA countries:	
Section 128 Prohibition Check for management positions in Independent Schools (including Academies & Free Schools):	

Single Central Record – people to include (in Excel, usually on a separate tab)

Teachers:	
Support staff:	
Administrative staff:	
Premises staff:	
Governors / Proprietors / Trustees:	
Volunteers:	
Agency staff (working in the school for a 'reasonable' length of time):	
Contractors:	
Student teachers (if on the school's payroll):	
Additional instructors/coaches etc.	

Notes

Make sure there are no gaps; enter 'not applicable' or other relevant phrase	
SCR must be current. Archive onto a separate tab or delete people who have left	
SCR must include Enhanced Check/Barred List for people appointed after 2006	
<i>No need for Enhanced Check or Barred List for people appointed prior to March 2002</i>	
SCR should record what has been seen, when it was seen & by whom it was seen	

Some schools also record on the SCR (not statutory)

Disqualification by Association:	
Safer Recruitment Training:	

References (2); checked & date received:	
Safeguarding induction completed:	

Any actions identified from this check:

Action required:	Person Responsible:

Head Teacher:	
Safeguarding Governor:	