

SAFEGUARDING COMMITTEE, TERMS OF REFERENCE

PURPOSE

1. The Safeguarding Committee has delegated responsibility on behalf of the Board of Directors for providing reports and exists to provide assurance and governance to the Board that all school policies relating to the Safeguarding of both pupils and staff are reviewed and updated regularly in line with all appropriate legislation and national guidance.

MEMBERSHIP

2. The Committee will consist of:
 - Three Directors, Deputy Rector Senior Years, Deputy Rector of Junior Years, Deputy Head of PCS Team and Chair of Pastoral Care Support Team.
 - Administrative support to the Committee will be provided by the Rectors' Personal Assistant
 - Other individuals from within and outwith the school may, from time to time, be invited to a meeting to present a specific topic.

FREQUENCY AND SCHEDULE OF MEETINGS

3. The Committee will meet formally once each academic term. It is anticipated however that discussion and informal meetings will take place in intervening periods.
4. Extraordinary meetings of the Committee may be called in the event of a critical incident. These will be initiated by the Deputy Rector, in consultation with the Rector and the Convenor of the Committee.

RESPONSIBILITIES AND DUTIES

5. The remit of the Committee falls into three main areas:
 - Ensuring that a complete list of Safeguarding Policies is maintained. These policies relate to both safeguarding of staff as well as pupils.
 - Ensuring that all such policies are reviewed and updated within agreed timeframes or as new legislation requires.
 - Undertaking several specific case reviews every year in order to ensure continuous learning and improvements in policies and procedures.

- Supporting the senior leadership team in developing aspects of the Whole School Improvement Plan which are relevant to Safeguarding (Staff Wellbeing, Pupil Wellbeing and Professional Learning).
- Overseeing any Improvement or Action Plan developed by the Senior Leadership Team following a Safeguarding issue concerning either a staff member or pupil.

MEETING ROUTINES

6. Agenda to be circulated 5 working days prior to each meeting.
7. Minutes to be drafted and approved by Deputy Rector and Convenor of the Committee then circulated to all Committee Members and the Rector. In addition, minutes to be posted on the portal to ensure availability for all Board members.