

SAFEGUARDING COMMITTEE – TERMS OF REFERENCE

Reference should also be made to the Standing Orders for Corporation Committees

1. Constitution

- 1.1. Three to five members, to include the nominated Governor for Safeguarding.
- 1.2. Senior staff, including the Designated Safeguarding Lead, shall be invited to attend meetings and present information to the Committee as appropriate.

2. Chair

- 2.1. The Chair of the Committee to be elected annually from among the Committee membership.

3. Quorum

- 3.1. Three members.

4. Frequency of Meetings

- 4.1. Normally one meeting per term. The Committee will also convene as necessary should the need arise as a result of emerging concerns about policy or practice.

5. Terms of Reference

- 5.1. To support the nominated Governor for Safeguarding in providing assurance to the Corporation:
 - a. on compliance with Safeguarding legislation and guidance;
 - b. that there are appropriate policies and procedures in place which reflect the local criteria for action and the local protocol for assessment, in order for appropriate action to be taken in a timely manner to safeguard and promote the welfare of those under 18 and vulnerable adults;
 - c. that safeguarding and child protection training in the College is effective and compliant with the law;
 - d. in respect of compliance with the data protection principles in the processing of personal data for safeguarding purposes;
 - e. in respect of the College's arrangements (filters and appropriate monitoring systems and educating children on online safety as part of the curriculum) for safeguarding children from potentially harmful and inappropriate online material;
 - f. in respect of the College's recruitment and staff management practices, including ensuring that written recruitment and selection policies and procedures are in place to support safer recruitment (including of volunteers) and that procedures are in place to manage concerns/allegations against staff (including volunteers) that might indicate that they would pose a risk to children.

- g. In respect of compliance with the College's responsibilities arising from the Counter Terrorism and Security Act 2014 and the requirements of the PREVENT strategy.
 - 5.2. At the Committee's Autumn term meeting, to review the draft Annual Safeguarding Report prior to its presentation to the Corporation in the Spring Term.
 - 5.3. To receive the annual Kirklees Safeguarding Children Board Safeguarding Audit (and any supporting action plans) and report to the Corporation any matters in respect of which it considers that action or improvement is needed.
6. The Committee's Rights
- 6.1. The Committee has the right, whenever it is satisfied that it is appropriate to do so, to go into confidential session and exclude any, or all, participants and observers, except the Clerk to the Committee. When the Committee exercises this right, the meeting must be quorate.
 - 6.2. The Committee has the right to investigate any activity within its terms of reference and to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit. With the authority of the Corporation, the Committee may obtain outside legal or other independent professional advice, provided that it does not exceed any expenditure limit agreed by the Corporation without prior approval.

Re-approved by the Corporation: 21 May 2021