

## **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

The Committee has two main functions, which are closely related:

- 5.1. It supports the nominated Governor for Safeguarding in providing assurance to the Corporation that the College is compliance with regulations, the law and Ofsted expectations in respect of safeguarding, including:
  - a. That there is a whole college approach to safeguarding, with safeguarding and child protection at the forefront of, and underpinning, all relevant aspects of process and policy development;
  - b. That there is a whole-college approach to sexual violence and sexual harassment;
  - c. That children and learners are protected and feel safe;
  - d. That children and learners know how to complain and how to report abuse - and when they do, there is a robust and proactive response;
  - e. That there are appropriate child protection and staff behaviour policies and procedures in place;
  - f. That there are effective policies for tackling bullying, sexual harassment, online sexual abuse and sexual violence between children and learners;
  - g. That safeguarding and child protection training in the College (including Governor training) is effective and compliant with the law;

- h. That written records are made in an appropriate and timely way, are held securely, and shared appropriately, in compliance with the data protection principles in the processing of personal data for safeguarding purposes;
  - i. That adequate arrangements are (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;
  - j. 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;
  - k. On the College's contribution to multi-agency working and information sharing in line with statutory guidance Working Together to Safeguard Children; and
  - l. 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. It supports the Corporation and the Senior Management Team in identifying safeguarding risks to under 18 and vulnerable adult learners, assessing and prioritising them based on the likelihood and the severity of impact, and ensuring that adequate controls are put in place with a view to reducing risk to within the Corporation's risk tolerances.

## 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: 15.07.22