

## **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 to be invited to attend meetings and present information to the Committee as appropriate.

### **2. Chair**

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

### **3. Quorum**

Three members to include at least 2 Independent Governors.

### **4. Frequency of Meetings**

The Committee will meet on an annual basis, in the first term of the academic year. 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 compliant with regulations, the law, statutory responsibilities set out in Keeping Children Safe in Education 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, including the Single Central Record, 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. In respect of the Dept for Education's [Digital and Technology Standards](#):
  - i. Ensure that the Designated Safeguarding Lead takes responsibility for understanding the filtering and monitoring systems and processes in place as part of their role;
  - ii. Gain assurance that the Safeguarding and Child Protection Policy explains how the College approaches filtering and monitoring on devices and networks;
  - iii. Discuss with the IT Team what needs to be done to support the Standards, specifically in terms of:
    - identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
    - reviewing filtering and monitoring provision at least annually;
    - blocking harmful and inappropriate content without unreasonably impacting teaching and learning; and
    - having effective monitoring strategies in place that meet its safeguarding needs.
- j. That children and learners are supported to understand online safety within the curriculum;
- k. In respect of the College's recruitment and staff management practices, ensure that:
  - i. written recruitment and selection policies and procedures are in place to support safer recruitment of staff and volunteers, including appropriate pre-appointment vetting;
  - ii. procedures are in place to manage concerns/allegations against staff (including volunteers) that might indicate that they would pose a risk to children.
- l. On the College's contribution to multi-agency working and information sharing, in line with statutory guidance Working Together to Safeguard Children; and
- m. In respect of compliance with the College's responsibilities arising from the Counter Terrorism and Security Act 2015 and the requirements of the PREVENT strategy.

5.2. It supports the Corporation and the Executive Leadership 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 shall receive written strategic and operational updates from the Strategic & Deputy Designated Safeguarding Leads at each meeting of the Committee.
- 6.2. 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.
- 6.3. 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.

Approved by the Corporation: 11 December 2025