

Hove Learning Federation

Safeguarding Committee

Terms of Reference

Reviewed: Oct 2025
Review: Autumn 2026

	Governor Name	Governor Role
1	Lisa Marshall	Safeguarding Committee Chair, Safeguarding Link Governor
2	Louise Wilkinson	Committee Member
3	Oyinkolade Akinleye	Committee Member
4	Maddie Southern	Headteacher
5	Lorna Cummings	Committee Member
6	Charlotte Wallace	Inclusion Manager
7	Niamh O'Shea	Deputy Headteacher
8	Rachel Jeffers	Deputy Headteacher

Chair	Lisa Marshall
Vice Chair	Vacant
Senior Clerk	Tom Way

Membership

- Membership shall consist of not less than four Governors, including the Headteacher or their representative.
- The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.
- The Committee shall elect a Chair and Vice Chair from their number at the beginning of each academic year.

Quorum

- A minimum of 50% of committee members is needed for the meeting to be quorate.

Meetings

- Committee meetings will normally be held once per term.
- The Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The committee should elect a chair and deputy chair by majority vote, whenever there is a vacancy. The term of the chair and deputy chair will run until the first committee meeting of the next school year. In the absence of the chair and deputy chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

- The draft minutes of each meeting will be circulated with the agenda, by the clerk, for the next ordinary meeting of the full governing body – and will be presented at that meeting by the chair.
- The draft minutes of each meeting will be circulated by the clerk at least one week before the next committee meeting, for approval by the committee.
- Any decisions taken must be determined by a majority of votes of committee members present and voting. In the event of a tie, the chair of the meeting will have a casting vote.

Objectives of the Committee

The governing body has a duty to ensure that the school meets statutory safeguarding responsibilities, and the children and young people who attend the school are safe. The Safeguarding Board will ensure the school carries out its functions with a view to safeguarding and promoting the welfare of children, and with regard to the statutory safeguarding guidance issued by the Secretary of State. Safeguarding and promoting the welfare of children is everyone's responsibility and the Safeguarding Committee is responsible for ensuring all Governors are aware of their responsibility for Safeguarding.

Designated Safeguarding Person

The governing body, via the Head Teachers, will appoint appropriate senior members of staff, from the school leadership teams, to the role of 'Designated Safeguarding Lead'. The designated safeguarding lead (DSL) for each school will take lead responsibility for safeguarding and child protection. This should be explicit in the role-holder's job description.

Safeguarding Training

The governing body, via the Safeguarding Committee, will ensure all staff members and relevant others have access to relevant training and are aware of systems and policies within their school which support safeguarding.

Training/information should be regularly reviewed and at least annually updated, and should include:

- Staff Training: Child Protection Policy
- Staff Training: Anti-bullying Policy
- Staff Training: Raising concerns and whistleblowing
- The staff Behaviour Policy (Code of Conduct)
- The role of the Designated Safeguarding Lead
- Appropriate Staff and Governors' training

Vulnerable & Supported children

The governing body, via the Safeguarding Board, will ensure that staff have the skills, knowledge and understanding necessary to keep looked after and vulnerable children safe. This will include:

- Ensuring the child protection policy reflects the additional barriers that can exist when recognising abuse and neglect in children with special educational needs and / or disabilities.
- Children's own concerns / complaints are heard and addressed
- Ensuring that the single central record is up to date

Online safety for pupils

The Governing body, via the Safeguarding Board, will ensure that children are educated in the safe use of online resources, and safeguarded from potentially harmful and inappropriate online material. This will include:

- Online Training / teaching for staff and children.
- Relevant policies include reference to online safety.

- Ensuring school IT systems are equipped with appropriate filters and IT monitoring systems are in place.

Behaviour and attitudes

The governing body, via the safeguarding committee, will keep under review behaviour and attitudes which should include reviewing and monitoring:

- Trends in numbers and types of behaviour incidents over time.
- Internal or 'site' exclusions.
- The section on Behaviour & Attitudes of the School Development/ Improvement Plan.
- The implementation and impact of the behaviour policy.

Attendance

The Governing Body, via the Safeguarding Board, will endeavour to ensure that all children, regardless of their circumstances, will receive a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have and that they complete their programmes of study. This will include monitoring:

- That there is effective information sharing between parents and local authorities.
- The maintenance of up to date admission and attendance registers.
- Attendance figures to identify trends and groups to be tracked, ensuring 'gaming' or 'off-rolling' is not taking place.

Safe Recruitment

The governing body, via the Safeguarding Board, will prevent people who pose a risk of harm from working with children. This will include:

- Ensuring that safe recruitment processes and practices are in place
- Adhering to statutory responsibilities to check staff who work with children
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring volunteers are appropriately supervised
- Having written recruitment and selection policies and procedures in place.
- The Link Governor for Safeguarding will visit the schools and scrutinise the Single Central Record termly and report to the Committee.

Allegation Management

The Governing Body, via the Safeguarding Board, will ensure there are procedures in place to receive, investigate and take appropriate action if allegations of inappropriate behaviour or conduct are made against teachers, head teachers, governors, principals, volunteers, other staff and children / pupils. This will include:

- The implementation of an effective whistleblowing policy
- The school managing allegations clearly and effectively, in line with the child protection policy / employment policies.

Policy Review & Safeguarding Audit

The governing body, via the Safeguarding Board, will ensure there are relevant policies and governance procedures (e.g. audits) in place to ensure that areas for improvement will be identified at the earliest opportunity and appropriate action can be taken in a timely manner to safeguard and promote children's welfare. This will include:

- A safeguarding audit will be undertaken annually by the DSL and presented to the Safeguarding Committee. Any significant findings and actions identified or agreed will be reported to the Full Governing Body.
- The Child Protection Policy (CPP) is in place, up to date and reviewed annually.
- The Behaviour policy and its ongoing development and review

- All other relevant policies (e.g. anti-bullying policy) are in place and reviewed / updated regularly.

Online safety (GDPR)

The Governing body, via the Safeguarding Board, will monitor that the schools are compliant with regard to GDPR and will be informed of any breaches of GDPR.

Safeguarding and Child Protection Link Governor

The Safeguarding and Child Protection Link Governor will report to the Safeguarding Committee and will produce a monitoring report for each meeting.