

**Shrewsbury School**  
**Safeguarding Committee**  
**Constitution and Terms of Reference**

**Constitution**

The Safeguarding Committee shall be appointed by and report to the Governing Body. It shall comprise at least three Members of the Governing Body. Two Members shall form a quorum. The Nominated Safeguarding Governor shall be a member. The Designated Safeguarding Lead (DSL) and Deputy Head Pastoral will normally attend meetings. The Committee will normally meet at least twice a year. It will have unrestricted access to School personnel. Members of the Committee have the right to seek independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. The costs will be borne by the School. Minutes will be kept and circulated to the full Governing Body.

**Terms of Reference**

**1. Background and Overview**

The Governing Body has a collective responsibility for safeguarding at the School. The purpose of the Committee is to assist the Governing Body in fulfilling its oversight responsibilities for Child Protection and Safeguarding at the School, and to provide additional support for the Nominated Safeguarding Governor.

**2. Objectives**

The objective of the Committee is to ensure that the school has effective safeguarding policies which are properly implemented, and that the Governing Body is provided with sufficient information to exercise their collective responsibility for safeguarding. Governors have a duty to ensure that policies are compliant with published legislation and regulations.

**3. Duties and Responsibilities**

a) Review of Child Protection and Safeguarding Policy

The Committee will:

- Discuss recent regulatory changes;
- Review the Child Protection and Safeguarding Policy at least once a year and report to the Full Governing Body;
- Confirm that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the intranet & website.

b) Review effective implementation of the Child Protection and Safeguarding Policy

The Committee will review implementation of safeguarding policy looking at evidence to demonstrate:

- Training;
- Reporting lines;
- Review of any relevant complaints;
- Working with Shropshire's Safeguarding Children Board [feedback from meetings].

c) Reflection and learning from recent cases or sector guidance

The Committee will:

- Question the DSL about recent safeguarding cases (copies of DSL termly meetings) & identify any new trends and elicit views on what the school is doing to mitigate the risk;
- Review case notes on a sample of cases to identify learning points.

d) Safeguarding Governor

The Safeguarding Governor will report back to the committee on any meetings he has had with the school's safeguarding team.

The Committee will annually review and recommend changes to its terms of reference.

The agenda for Committee meetings shall be determined by the Chairman of the Committee in consultation with other members of the Committee as appropriate and shall wherever possible be circulated in advance to persons attending the meeting.

R J Kendall  
June 2016

## **Appendix A**

### **Job Description for Designated Safeguarding Governor**

Shrewsbury School is committed to safeguarding and promoting the welfare of all pupils in its care. As part of this process the Governors have appointed a member of the Board to fulfil the role of 'Safeguarding Governor'. He/she will liaise closely with the Headmaster, The Designated Safeguarding Lead and other members of the Senior Leadership Team. He/she will undertake any relevant training that is required to fulfil the role.

As well as ensuring that the 'Constitution' and 'Terms of Reference' are adhered to the Designated Safeguarding Governor's role will include the following;

- To chair meetings of the Safeguarding Sub-Committee.
- To provide regular updates on safeguarding issues to the full Board of Governors to ensure the safeguarding agenda is rooted in the School's ethos and is reviewed regularly by the Board.
- To undertake regular checks of the Single Central Register and a sample of staff files to help ensure compliance with best practice in safer recruitment.
- To ensure the Designated Safeguarding Leads (DSLs) are suitably trained and qualified.
- To ensure staff and volunteers working at the school are appropriately trained.
- To ensure the school maintains links with external agencies involved in safeguarding and child protection issues.
- To check that the procedures and systems for recording, storing and reviewing pupil welfare concerns are secure and effective.

*MJT June 2018*