



Special Partnership Trust



# SAFEGUARDING AND GOVERNANCE ROLES AND RESPONSIBILITIES OF TRUSTEES

Date Last Reviewed: April 2021

Review Date: April 2022



Special Partnership Trust

## Safeguarding & Governance roles & responsibilities of Trustees



Trustees will ensure they and all Local Governing Bodies work diligently within the guidance outlined within Keeping children safe in education 2020 which outlines:

*'Governing bodies & proprietors must ensure that they comply with their duties under legislation. They must have regard to this guidance ensuring that policies, procedures & training in their schools or colleges are effective & comply with the law at all times'.*

### **Role of Governance – duties & responsibilities:**

- Appoint a named safeguarding Trustee
- Appoint a named governor at each school
- Keep up with statutory guidance relating to safeguarding and child protection including new multi-agency partnership arrangements
- Ensure the Trust / subsequent governing bodies has suitable and up to date policies
- Ensure the safeguarding and child protection policy describes procedures which are in accordance with government guidance & refer to locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board (LSCB). This must be updated annually (as a minimum), and be available publicly via the SPT and each schools' website
- Ensure each school has appropriate online filters and monitoring systems
- Ensure each school has appropriate safeguarding responses to children who go missing from education (CMWE)
- Ensure effective reporting arrangements which relay safeguarding information to the Trustees and each Full Governing Body each term
- Encourage others to develop their understanding of their safeguarding
- Ensure each school has a DSL and appropriate deputies have been appointed and have sufficient time and resources to undertake role; ensure the roles and responsibilities of the DSL are published
- Ensure each school has a designated teacher for looked after children (LAC); has been appointed and suitably trained
- Trustee/ Safeguarding governors meet regularly with the Director to monitor the schools' policy and procedures
- Safeguarding governors in each school meet regularly with their DSL to monitor the implementation of Trust safeguarding policies & procedures
- Ensure all Trustees, school staff, governors & volunteers have been trained appropriately
- Ensure each schools' curriculum covers safeguarding, including online safety
- Effective monitoring arrangements of the SCR alongside the DSL to ensure the Trust/ each school carries out the appropriate recruitment checks on staff, volunteers Trustees and Governors

To achieve the above statutory duties Trustees will ensure each LGB within our Special Partnership Trust secures the effectiveness of safeguarding in the following ways:

- Identify a named governor for safeguarding and whistleblowing

- Ensure all schools display/ publishes information around each school site and on the school's web site (include a photograph) the name of the safeguarding and whistleblowing governor; review annually
- Identify the name and photograph of the safeguarding and whistleblowing governor in the Tier 2 training delivered each academic year to all staff of the school
- Identify/ publish the name/ photograph and the roles and responsibilities of the safeguarding and whistleblowing governors via the induction process for all new staff/ volunteers to the school
- Name the safeguarding and whistleblowing governors in all policies related to safeguarding and whistleblowing and publish these on the schools' web-site, review annually
- Ensure the details of the safeguarding and whistleblowing governors and contact details are included in the visitor's policy and all associated literature provided to visitors of the school (including Tier 1 and PREVENT details)
- Ensure safeguarding is a standalone agenda item at each Trustee & Local Governing Body (LGB) meeting and all discussions/ actions / challenges are recorded in the minutes held; any actions identified will be scrutinised to ensure they have been addressed
- Ensure the safeguarding and whistleblowing governor keeps abreast of all training, and updates this in accordance with guidance published. Such training will include Tier 2 (including PREVENT), on-line safety and safer recruitment, in accordance with the training matrix, which identifies the frequency of training required to secure compliance
- Ensure the safeguarding and whistleblowing governor upholds all aspects of confidentiality of any safeguarding information received
- Meets with the safeguarding Trustee at least annually to reflect upon roles/ responsibilities

#### Head teachers should ensure:

- That the specified policies and procedures, adopted by the Trustees particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- The school's termly safeguarding summary documentation (including 157 actions/developments) and progress towards any developments identified must be made available via the HT report to Trustees for the scrutiny / challenge
- The school's termly safeguarding summary documentation (including 157 actions/developments) and progress towards any developments identified must be made available via the HT report Governors (ahead of the LGB meetings) to enable a full discussion with the DSL (if/ as appropriate) before the LGB meets
- Ensure that they comply with their duties under legislation; have regard to this guidance to ensure that the policies, procedures and training in their schools are effective and comply with the law at all times
- Take the leadership responsibility for the organisation's safeguarding arrangements
- Work within all safeguarding policies and procedures taking the appropriate action in a timely manner to safeguard and promote children's welfare
- Publish the roles and responsibilities of the Designated Safeguarding Lead on the schools' web site
- Ensure all policies associated with safeguarding are provided to all staff on induction (taking a proportional risk-based approach to the level of information that is provided to temporary staff and volunteers)



- Put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future

#### Governing bodies must:

Our Special Partnership Trust recognises that **all** members of the Local Governing Body are fully responsible for the monitoring of safeguarding within the school. **All** members of each LGB will ensure they achieve their statutory duties securing the effectiveness of safeguarding in the following ways:

- Remain fully aware of the law and policies around Child Protection & Safeguarding in order to monitor their application in their school in accordance to the principles outlined within 'Keeping children safe in education', 'Working together to safeguard children' and data protection
- Maintain a strategic overview of all policies relating to safeguarding (not becoming involved in individual situations)
- Maintain their training in accordance to their role (Tier 2, Prevent, online safety and Keeping children safe in education and safer recruitment)
- Plan/ take opportunities to talk/ interact with the pupils in the school – e.g. – having school lunch, attending school council, participating in school events, recording all visits made within Governors monitoring records (Appendix A)
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies, their operational experience and how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- Use visits/ observations recorded to ask to questions/ seek further clarity within LGB meetings
- Delegate identified responsibilities to aid their understanding of the effectiveness of safeguarding to a named Governor
- Ensure the safeguarding & whistleblowing governor upholds all aspects of confidentiality of any safeguarding information received

#### Role/responsibility of the Safeguarding Governor including monitoring:

Monitoring: To further secure effectiveness within monitoring the safeguarding governor will:

- Meet with the Head Teacher on a termly basis to interrogate the safeguarding data recorded within the HT report with particular focus upon attendance, behaviour, child protection concerns (not becoming involved in individual situations)
- Undertake appropriate training associated with their role including safer recruitment as identified within the SPT Safeguarding policy
- Using Appendix B as detailed within the SPT safeguarding policy, review the Single Central Record on a termly basis; record audit outcomes using the agreed format, reporting any issues noted to the HT & LGB
- With the Head Teacher, monitor the attendance data of the pupils within the school in consideration of the SPT attendance benchmark of 90.19% analysing any persistent absence which falls below 73.1%

- On an annual basis and in conjunction with the DSL/ DDSL, assist with / contribute to the completion of the Annual 157 return which will be submitted to the LA; monitor progress towards action points identified via the HT report
- With the Head Teacher, monitor the school's safeguarding data via the HT termly report which includes the monitoring of actions/developments required/specified via the 157 return
- Be a point of contact for the HT/ DSL to discuss any current safeguarding concerns in the school (e.g. – transport issues); these will not relate to specific children
- With the Head Teacher monitor the effectiveness of safeguarding/ whistleblowing policies of the Trust which include the Prevent policy, (including the promotion of British Values), intimate care policy, on-line safety including the acceptable use policy, educational visits, first aid, anti-bullying, moving & handling, supporting pupils with medical conditions (including the medications policy)
- Undertake one annual safeguarding learning walk with the Head Teacher/ DSL noting safeguarding compliance measures checked – e.g. – moving and handling competency checks
- Ensure the photo, name and contact details of the safeguarding governor and whistleblowing governor are published around the school, in information provided to visitors and on the school web site to allow easy access for staff, families, pupils and school community
- Ensure the school web site demonstrates compliance in regard to safeguarding policies published
- Lead/ attend any sub-committee meeting which scrutinises the effectiveness of safeguarding, health, safety and well-being within the school including on-line safety
- Consider pupil views via the information presented in relation to their well-being (feeling happy/ safe); seek out the views of the pupils within the school via visits made; in Governors meetings discuss pupil views via information obtained – e.g. - school council feedback, pupil questionnaire and feedback from governor visits
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies; their operational experience & how they feel such policies are working or how they could improve recording visits made within Governors monitoring records
- Record all monitoring visits using the Special Partnership Trust standardised format held

#### **Role/responsibility of the ARB Safeguarding Governor including monitoring:**

**Monitoring:** To further secure effectiveness within monitoring, the safeguarding governor at Pencalenick school will liaise with the ARB lead who will become the safeguarding conduit between the ARB and Pencalenick school. Through such liaison the safeguarding governor will:

- Examine/ discuss with the ARB lead the effectiveness of recording and reporting and subsequent follow-up protocols which exist in both settings to ensure they remain fit for purpose ensuring safeguarding remains effective at all times; include the effectiveness of protocols identified for reporting any mainstream school safeguarding issues which have impacted upon ARB students
- Meet with the ARB lead on a termly basis to interrogate the safeguarding data recorded within the HT/ ARB report with particular focus upon attendance, behaviour, child protection concerns (not becoming involved in individual situations)
- Between meetings/ discussions with the ARB lead, visit the ARB provision at least yearly, taking opportunity to seek out the views of the pupils via visits made; talk/ interact with the pupils in – e.g. – attend a school lunch, obtain pupil views, oversight of pupil questionnaires recording visits made within Governors monitoring records
- Consider pupil views via the information presented in relation to their well-being (feeling happy/ safe); in Governors meetings discuss pupil views via information obtained



- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies during ARB visits; their operational experience and how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- In Governors meetings discuss monitoring visits made to the ARB relaying information obtained – e.g. - pupil views, compliance measures evidenced

#### **Role/responsibility of the Safeguarding Governor (Residential provision) including monitoring:**

Monitoring: To further secure effectiveness within monitoring the safeguarding governor will:

- Meet with the Head Teacher/ Residential lead on a termly basis to interrogate the safeguarding data recorded within the HT report with particular focus upon behaviour, child protection concerns
- Visit the residential provision each term to interact with the pupils to record the residential offer and how pupil views regarding their residential offer are obtained and acted upon; record visits made within Governors monitoring records
- Plan/ take opportunities to talk to the staff to determine their understanding of their contribution in upholding safeguarding policies; their operational experience and how they feel such policies are working or how they could improve, recording visits made within Governors monitoring records
- Undertake one annual safeguarding learning walk with the Residential Lead, Head Teacher/ DSL noting safeguarding compliance measures checked – e.g. – storage of medication recording visit outcomes within the SPT Governors monitoring visit proforma
- In Governors meetings discuss monitoring visits relaying information obtained – e.g. - pupil views, staff views, compliance measures evidenced
- Obtain up to date information on developments addressed following quality assurance visits if/ as appropriate (Ofsted inspection outcomes)

#### **Role/responsibility of the Designed Safeguarding Lead**

There is a legal obligation under the Education Act 2002 S175/157 for all schools to have a designated safeguarding lead. All schools within our Trust follows the guidance in Annex B of KCSIE (revised September 2020) which outlines the key responsibilities of the DSL.

#### **Role/responsibility of the Deputy Designed Safeguarding Lead**

As above we follow the guidance in Annex B of KCSIE (revised September 2020) which outlines the key responsibilities of the DSL and DDSL.



### Training requirements of the Safeguarding Governor:

- Tier 2 safeguarding (Annually)
- PREVENT (Annually incorporate into Tier 2 training)
- Safer recruitment (5 years)

