

**MASON MOOR PRIMARY SCHOOL**  
**TERMS OF REFERENCE**  
**SAFEGUARDING WORKING PARTY 2019\20**

**1. Purpose**

- 1.1 ● To assist the Governing Body in fulfilling its responsibilities for Safeguarding and Child Protection.
- 1.2 ● To provide additional support for the nominated Safeguarding Governor(s).

**2. Objectives**

- 2.1 ● To work with the DSL to complete the SCC Safeguarding Self-Evaluation tool (based on KCSIE 2019).
- 2.2 ● To seek evidence that safeguarding and child protection practices\procedures\protocols are in place, that they are known and understood by all staff and pupils (as appropriate) and that they are being adhered to.
- 2.3 ● To ensure that the Governing Body is provided with sufficient information to exercise their collective responsibility for safeguarding.
- 2.4 ● To initially consider the annual Safeguarding Report to the whole governing body covering:
  - Drug related incidents.
  - Allegations of bullying.
  - Safeguarding training.
  - Pupils subject to CP planning.
  - Pupils in public care.
  - Referrals made.
  - Meetings attended.
  - Allegations against staff.
  - PHSE curriculum.
  - Actions taken as a result of incidents or monitoring.

**3. Membership**

- 3.1 Working party members shall be appointed by and report to the whole Governing Body.
- 3.2 It shall comprise the DSL, at least two members of the Governing Body (one of who must be a nominated safeguarding governor), the FISO who is Deputy DSL and the School Business Manager, when relevant to the agenda.
- 3.3 The whole Governing Body shall determine and review annually, at the first meeting of the school year or the last meeting of the preceding year, the establishment, terms of reference, constitution and membership of the working party.
- 3.4 The working party may invite others to attend meetings to provide advice, guidance or information, as it feels necessary.

**4. Working Party meetings**

- 4.1 The safeguarding working party is not a committee, has no delegated powers and will not vote on issues.
- 4.2 The working party shall meet on a twice termly basis.
- 4.3 The working party shall follow a rolling programme based on areas covered in the SCC Safeguarding Self-Evaluation tool and school Safeguarding\CP Policies.
- 4.4 Issues will always be discussed in an anonymous way.
- 4.5 Notes will be kept on a standard template and circulated to the whole Governing Body.
- 4.6 The working party shall not meet without the DSL being present.
- 4.7 The Code of Conduct for Governors applies equally to working parties as well as WGB meetings and is especially important due to the sensitive nature of issues to be discussed.