

SAFEGUARDING GOVERNOR – ROLE OUTLINE

Liaise with designated teacher on a regular basis and provide a link between staff and governing body

- Oversee procedures relating to allegations made against Headteacher (this is not a direct role in undertaking enquiries, criminal or disciplinary investigations but one of liaison, ensuring good communication between all parties and providing information to assist enquiries if requested)
- Ensure all staff and governors are aware of name of designated member of staff and nominated governor
- Ensure **all** staff members (including designated teacher) and governors have received training at the appropriate level
- Support the governing body to have a greater understanding of child protection / safeguarding procedures
- Attend relevant training – including enhanced safeguarding
- Ensure school has up to date and robust child protection policies and procedures consistent with Local Authority and the SPT and that these are reviewed annually by governing body
- Ensure parents are aware of procedures in place
- Monitor SCR
- Ensure that monitoring visits are written up and shared with the LGB
- Complete a termly report to the SPT using the agreed proforma.
- When possible liaise with safeguarding governors from across the Trust to link with the named Trustee.
- Ensure governors, via an agenda item, receive regular reports (usually through the Head Teacher's report) on:
 - changes to policy/procedures
 - training undertaken within school,
 - incidents of bullying and racial incidents
 - number of looked after on roll
 - number of exclusions
 - number of children on child protection register
- Ensure section 175 audit is completed by school and governing body receives action plan
- Ensure all staff are aware of relevant policies in place and are familiar with referral process
- Ensure all staff receive induction training on child protection appropriate to their role and responsibilities
- Ensure Headteacher and one other governor has undertaken safer recruitment training to strengthen safeguards against employing unsuitable people ensure appropriate reporting and recording procedures are in place and staff are familiar with these
- Find out how school delivers the "Every Child Matters" agenda in particular stay safe, being happy and enjoying and achieving.
- Ensure relevant school policies have an appropriate link to safeguarding such as:
 - Anti-bullying
 - Behaviour management
 - Child Protection
 - Allegations against staff, Whistle blowing
 - Substance Abuse
 - Extended schools
 - Health and safety
 - First aid
 - Internet safety

- Moving and Handling
 - PSHE, Sex education, Work experience, Online Learning
 - Physical handling and restraint
 - Racial equality
 - Recruitment and selection
 - Educational trips
 - Use of photographs and video
 - Use of volunteers and helpers
 - Prevent
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- Ensure school has designated teacher for looked after children
 - Ensure designated teacher attends appropriate training
 - Liaise with designated teacher and keep governing body informed about issues affecting looked after children
 - Attend specific training
 - Keep abreast of local and national issues affecting looked after children
 - Ensure there is an annual report to the governing body with regard to progress and attendance of children in public care, training undertaken by staff, opportunities for looked after children to play a particular role in the life of the school
 - Ensure policy on looked after children is monitored and reviewed and assist in process
 - Ensure over subscription criteria meets statutory requirements
 - Ensure priorities for looked after children are considered when reviewing school policies
 - Ensure school has an overview of the educational needs and progress of looked after children
 - Ensure procedures are in place for looked after children to have up to date personal education plans