

Bordon Junior School/

TERMS OF REFERENCE

for the

SAFEGUARDING LINK GOVERNOR

School Governing Bodies are required to make arrangements to ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

Governors must:

- Ensure a safe school environment for all pupils.
- Ensure safe recruitment of staff.
- Ensure all staff and volunteers have Safeguarding/Child Protection training at the appropriate level.
- Ensure the school has active Child Protection and Safeguarding Policies which are regularly monitored and reviewed
- Conduct an annual "Overall Effectiveness of Safeguarding Audit" in the Autumn term
- Submit an annual safeguarding return to the LA

Suggested duties of the nominated Safeguarding Governor:

- Ensure that Governors know what the "Children in Need" book (Child Protection Log) looks like and where it is kept
- Be familiar with current guidelines on child protection, safeguarding and safer recruitment, and be aware of changes to the regulations
- Undertake appropriate training on child protection and safeguarding
- Liase regularly with the Designed Senior Person for Child Protection about procedures in the school
- Ensure that the school has an active Child Protection Policy & Safeguarding Policy, that Governors and Staff are familiar with and which are reviewed regularly
- Report back to Governors at least annually, however, individual cases **MUST NOT** be discussed
- Ensure that accurate records are being kept by the school and that the Child Protection file is up to date
- Ensure that all staff and Governors know what to do if they suspect that a child is being abused
- To carry out an annual "Overall Effectiveness of Safeguarding" Audit on behalf of the Governing Body to ensure correct procedures are in place

The Safeguarding Governor should understand that they will not be given details of individual cases. Where any names or identities are known they must never be discussed outside of school in accordance with the school confidentiality policy.

These terms of reference will be reviewed annually in the summer term.