



## ROLES AND RESPONSIBILITIES OF THE

### NOMINATED SAFEGUARDING TRUSTEE AND GOVERNORS

The responsibility of the Trustee/Governance Boards and proprietors are set out in Part 2 of Keeping Children Safe in Education and refers to Section 175 of *The Education Act 2002*.

Ofsted have also listed their expectations in Annex 1 Safeguarding requirements for leaders and managers in Inspecting safeguarding in early years, education and skills settings.

The guidance below must be read in conjunction with KCSIE and provides practical advice and is not a stand alone document.

KCSIE Part 2 (46) states that 'Schools and colleges should have a senior board level (or equivalent) lead to take leadership responsibility for the organisation's safeguarding arrangements'

The Tenax Trust Board considers it to be good practice to have a nominated Safeguarding Trustee and for every school/Governance Board to have a nominated Safeguarding Governor given the considerable responsibilities in relation to safeguarding. This enables the nominated Governor/Trustee to attend appropriate training, develop expertise and work with the Designated Safeguarding Lead (DSL) and Headteacher in relation to safeguarding children. Given the breadth of the role, this could be shared between two Governors with leads for specific themes e.g. one Governor leads on E safety and Prevent whereas the other leads on all other Child Protection and safeguarding issues. Where this is the preferred option, it is very important that both Governors work closely together and with the Headteacher and DSL.

The nominated Governor/Trustee must have an interest in child protection and safeguarding, with time to take on this role. It should not be held by a member of the school staff given the challenge and independence required of the role.

#### 1. The key responsibilities of the nominated safeguarding Governor are:

- 1.1 To take the lead role in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually.
- 1.2 To meet with the DSL annually to review safeguarding policy and practice, to offer both support and robust challenge in ensuring that Child Protection, early help services and the wider safeguarding agenda are all being operated effectively within the school.
- 1.3 To ensure that safeguarding is a standing item as part of the Headteacher's report at LGB meetings, to report on:
  - Changes to safeguarding policy/procedures.
  - Training undertaken by the DSL, other staff and Governors. The number of incidents/cases/referrals (without names or details)
  - The outcome and action plan of the school self evaluation review on an annual basis
- 1.4 To present an annual report to the LGB about the effectiveness of safeguarding practice and procedures and to sign off the annual safeguarding review and action plan.



1.5 To ensure that the school follows safe recruitment processes outlined within guidance, including accurate maintenance of the Single Central Record (SCR); and an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.

1.6 To ensure that the procedures relating to handling allegations against staff, including the Headteacher are understood by all staff and operated in accordance with Government guidance (KCSIE) and that advice is sought from the Local Authority Designated Officer (LADO) when an allegation is made. To ensure that all staff are aware of how to use the Whistleblowing policy and can report their concerns to the Headteacher or to the Chair of Governors where this relates to the Headteacher.

1.7 To ensure that the school or college contributes to inter-agency working in line with statutory guidance Working Together to safeguard children.

1.8 To ensure that there is sufficient staff trained in safeguarding to level 3 to act as deputies to the DSL. This should be a minimum of 3 staff in a school (including the DSL).

1.9 To ensure that specific issues are being managed effectively in accordance with KCSIE 2016 Part two:

- There are 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 (51 and Annex A)
- Due regard is made to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015. That all reasonable checks, for example for links with extremism, on all visitors who are intending to work with children, learners and/or staff or to address assemblies, are undertaken. (Annex A)
- Children are safeguarded from potential harmful and inappropriate online material. Appropriate filters and monitoring systems must be in place (67 and Annex C)
- Children are taught about safeguarding, including online e.g through PSHE (68)
- Allegations of abuse made against other children are responded to appropriately including via sexting, sexual assault, initiation type violence. (76-78)
- Children's wishes and feelings are taken into account in relation to safeguarding concerns. Systems should be in place for children to express their views and give feedback. (79)
- Staff must have the skills, knowledge and understanding necessary to keep looked after children safe. (81-82)
- Children with special educational needs can face additional safeguarding challenges and child protection policies should reflect the additional barriers e.g. behaviour, mood, injury, impact of bullying, communication barriers (85)

## 2. **The key responsibilities of the nominated safeguarding Trustee are:**

2.1 To ensure that each school has a nominated Safeguarding governor who is suitably trained and experienced

2.2 To ensure all of the nominated Safeguarding governors are fulfilling their roles and responsibilities effectively

2.3 To present an annual report on the effectiveness of safeguarding practice and procedures across the schools within the Trust to the Trust Board



### 3. Training for the Safeguarding Governor/Trustee

The Safeguarding Governor/Trustee should be adequately trained in safeguarding. At a minimum they should attend:

- Safeguarding training specifically for the Safeguarding Governor/Trustee
- Preventing Radicalisation Awareness (WRAP or equivalent)
- Managing Allegations (if also the Chair or to ensure that the Chair attends)
- Safer Recruitment (if expected to be part of the recruitment process in schools)
- Up-date Safeguarding Training; either whole school safeguarding training and/or annual up-dates from governing services
- Any other relevant training, direct or online, which the DSL advises on current themes e.g. E safety, Child Sexual Exploitation, FGM, Honour Based Violence, Forced Marriage, Domestic Abuse
- And reading new guidance/information relevant to your role

The DSL should include Safeguarding governor in up-date E mails, bulletins etc. which are sent to the whole school

#### **Further information**

1. Inspecting safeguarding in early years, education and skills settings  
<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015> (up-dated August 2016)
2. Working Together to Safeguard Children March 2015  
<http://www.workingtogetheronline.co.uk/chapters/contents.html>
3. Keeping Children Safe in Education  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>