Black Horse Hill Infant School

Terms of Reference – Safeguarding Committee

Membership: a. The committee shall consist of not less than three governors (annually elected by the Governing Body) plus the Headteacher or his/her representative if the Governing Body agrees to such an invitation.

b. The committee shall have such co-opted non-voting members as decided by the Governing Body. The committee may make recommendations for these appointments.

Quorum: The quorum shall have two governors plus the Headteacher or, if the governing body have agreed, his/her representative.

Meetings: The committee shall meet once per term and otherwise as required.

Voting: Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there are an equal number of votes, the chair (or person acting as chair) provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Terms of Reference:

1. To ensure that school staff and governors follow safeguarding policies and procedures as recommended by Ofsted and the LA in order to keep children safe at school and at home. This is to include an annual review of the Single Central Record by the Safeguarding Governor.

2. To implement and monitor that safer-recruitment guidelines/policies are followed when new staff are appointed to the school.

3. To promote co-operation between all employees at the school to achieve and maintain a safe and healthy work place for staff, pupils, parents/carers and visitors.

4. To ensure the organisation, procedures and relationships in the school are such that pastoral care for all members of the school community is effective.

5. To ensure the whole school workforce is committed to promoting British values at a school, local, national and global level. In conjunction with the Senior Management Team help pupils to value differences and challenge prejudice.

6. To appoint a Chairperson and Vice Chair at the first meeting of each academic year.

7. To inspect the school property at least once a year in the Summer Term and at other times if the Headteacher requests it.

8. To be responsible for monitoring the Maintenance budget and Capital budget without referring to the full Governing Body. However, they should advise the Finance and Personnel Committee of any planned improvements to the building before proceeding.

9. To monitor, revise and update all relevant policy documents. These should then be presented for acceptance to the full Governing Body.

10. To review school Health and Safety Policy, reporting on this regularly to the full Governing Body.

11. To consider and make recommendations arising from new health and safety documentation issued by LA, DfE, HSE etc.

12. To examine safety inspection reports and make recommendations to the Governing Body where remedial action is required.

13. To ensure fire and emergency procedures are communicated to appropriate people and appropriate testing is carried out.

14. To ensure first aid arrangements meet appropriate regulations and accidents are recorded and reported appropriately.

15. To ensure all school trips and visits are organised as specified by LA policy and approved by the Educational Visits Co-ordinator.

16. To ensure that all matters relating to the Health and Safety of premises are assessed prior to building works taking place.

17. To identify health and safety training for all employees to ensure that the Health and Safety Policy can be implemented.

18. To review the Asbestos Management Plan annually.

19. To ensure the school Equality and Diversity values are followed – to strive to create an inclusive environment where every member of the school community can flourish. Under the Equality Act 2010, which protects us all from discrimination, there are nine protected characteristics. We do not discriminate or tolerate discrimination against anyone based on any of the protected characteristics they have.

20. A link governor will be appointed from the committee to ensure that policies and procedures are implemented in school.

21. Safeguarding policies and procedures will be followed in all areas to ensure safety and equality for all members of the school community.

22. Governors will review the effectiveness of filtering and monitoring systems at least annually.

23. To report back to the full Governing Body each term.

October 2026