

## SAFEGUARDING COMMITTEE

### TERMS OF REFERENCE

#### Membership:

Vice Principal, Curriculum – Chair  
Assistant Principal, Student Services and HE – Vice Chair  
Head of Faculty Foundation Learning and Functional Skills  
Head of Faculty Landbased  
Work-based Learning Manager  
Assistant Principal, Resources  
HR Director  
Head of Student Services  
Advanced Practitioner  
Progression Officer  
Quality & ILT Development Manager  
Student Representative - SA

#### Reports to:

Confidential Report to Principalship.

#### Purpose:

- To create an environment in which students and staff feel safe and protected, in which they are listened to and their views respected.
- To ensure, as well as can reasonably be expected, that we:
  - Minimise the risk of harm to our students, staff and visitors
  - Address concerns about the welfare of our students and staff
  - Identify and respond to students who may be suffering, have suffered, significant harm and take appropriate actions.

To promote Safeguarding to all users of the college.

To promote good practice in relation to providing an excellent educational experience to our young and vulnerable adults, proactively preventing abuse and increasing understanding.

#### Terms of Reference:

1. To oversee the College's Safeguarding Policy and ensure such is widely accessible and promoted to all new starters as part of the induction process.
2. To review and monitor safeguarding across the college, campus, all curriculum areas, activities, trends, qualifications and student experience..
3. Maintain membership that reflects the whole college community.
4. Keep informed of and implement best practice, training and communication.  
To respond to developments which are demonstrated through research or the legal system to ensure continuing good practice.  
Promote inter agency training for practitioners, managers, staff, service users and carers on preventing, identifying and responding to incidents of abuse.
5. To respond to safeguarding issues and consider strategic responses and operational needs to support the process for all parties with support through campaigns, safeguarding week and student voice.
6. To seek to advise students, employees, contractors, visitors and external agencies of the college safeguarding process and maintain response and awareness.
7. Ensuring sufficiently trained staff are available to assist in any safeguarding training via close liaison with the Local Safeguarding Children's Board.
8. Ensure Safeguarding is embedded into every area of the College; from safer recruitment to lesson planning.

**Meetings Schedule:** Every half term