Lead Safeguarding Governor – Role and Record of Actions

1. **Role description and key responsibilities**

As the Lead Governor responsible for Safeguarding you will ensure that the governing body fulfil its responsibilities in respect of Safeguarding children by ensuring that Dee Point:

* has an effective Safeguarding Policy in place
* recruits staff in line with safer recruiting processes
* has procedures for dealing with allegations of abuse made against Staff and Volunteers
* is accessing appropriate Safeguarding training for all staff
* has a senior member of the school’s leadership team who takes a lead responsibility for Safeguarding issues
* ensures that the school is compliant with any statutory requirements determined by the DoE
* sits on the Safeguarding Committee

1. **Skills, knowledge and training required**

* Be familiar with all relevant school policies, particularly
  + Child Protection Policy
  + Statement of procedures for dealing with allegations of abuse against staff
  + Safer Recruitment Policy and guidance
* Attend safer recruitment training
* Attend all relevant CWAC Governor training
* Be familiar with “Keeping Children Safe in Education” and “Working Together to Safeguard Children” (both DoE, updated September 2016)
* Have a working knowledge of the Safeguarding Audit Portal

1. **Key deliverables and actions taken against them**

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| **Detail of deliverable** | **Frequency** | **Expected Evidence** |
| Ensure all school policies relating to Safeguarding are reviewed annually by the Full Governing Body or responsible committee. | ANNUAL | Minuted at FGM |
| Meet with the member of staff responsible for Safeguarding to carry out an audit to ensure there is a robust system for recording, storing and reviewing child welfare concerns. Include the Head Teacher in this review. Report findings to the Head Teacher, Governing Body and Safeguarding Committee. | ANNUAL | Audit report document |
| Ensure that at least one Governor, the Head Teacher and any other staff or volunteers have undertaken appropriate Safeguarding training. This should include new an updated training modules and particularly Safer Recruitment. | ANNUAL | Training Log |
| Carry out the Single Central Record Check in line with statutory requirements. | ANNUAL | Audit report document |
| Conduct “Pupil Voice” activities that will hear and acknowledge the wishes and feelings of pupils. Ensure that a summary is provide to the Delegated Safeguarding Lead, the Head Teacher, Governing Body and Safeguarding Committee, and that any actions are addressed. | BIANNUAL | Summary report |
| Carry out a review of the LSCB Safeguarding Audit to ensure any gaps and actions are addressed. Report progress to the Governing Body and Safeguarding Committee. | TERM | Audit scorecard |
| Ensure the Governing Body is aware of the ongoing Safeguarding and welfare cases and concerns, and that commentary is provided by the Head Teacher in conjunction with the Designated Safeguarding Lead. This will include ensuring that the Safeguarding Dashboard is updated at least once per half term. | TERM | Report to Governors |
| Take an active part in the recruitment of new staff members. | AD-HOC | Interview attendance |

Governor Visit Report

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| **Name** | **Date** |
| **Focus of visit** (link to individual governor role / school development plan) | |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch etc. | |
| **What have I learned as a result of my visit?** (relate this back to focus of visit) | |
| **Aspects I would like clarified/ questions that I have:** | |
| **Actions for the governing body to consider:** | |

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