



Thames Ditton Infant School

TERMS OF REFERENCE

Safeguarding and Wellbeing Committee

The aim of the Safeguarding and Wellbeing Committee is to provide and ensure an environment in which children and adults feel safe, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

MEMBERSHIP

Membership of the Safeguarding and Wellbeing Committee shall be no fewer than three governors. A member of the governing body is welcome to attend any committee meeting, but only members of the committee are entitled to vote. From time to time as the need arises, the Committee may invite advisors to attend meetings.

QUORUM

A minimum of two governors plus the Headteacher must be present for the committee to be quorate.

MEETINGS

Termly, unless otherwise agreed by members of the committee, and as necessary.

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The Safeguarding & Wellbeing committee has delegated responsibility for the following areas:

- Monitoring those areas of self-evaluation and review, related to the work of the committee as identified in the School Development Plan and Strategic Plan
- Ensuring Keeping Children in Safe in Education is fully implemented as relevant and that the Child Protection Policy is updated in accordance with any changes
- Monitoring the Safeguarding processes and procedures as mapped out in the annual safeguarding plan which includes:
 - Ensuring the school has trained Designated Safeguarding Leaders (DSLs) and that their training is up to date
 - Ensuring the Single Central Record(SCR) is complete and up to date
 - Ensuring the Annual Audit required by the Local Authority is completed and any actions required are followed up
 - Reviewing and monitoring the implementation of statutory policies
- Monitoring the wellbeing of pupils which includes:
 - Behaviour
 - Attendance -pupil
 - Recognition
- The committee will also monitor safeguarding in Acorns wraparound care.

HOW THE COMMITTEE WILL FUNCTION

- The Safeguarding and Wellbeing Committee shall consist of a minimum of three Governors.
- A quorum shall be two and the head teacher and all decisions will be taken by a majority vote. In the case of deadlock, the Chairman will have a casting vote.
- The Committee will appoint a Chair who is not an employee at the school, annually.
- The Committee will meet at least once a term to discuss and determine matters pertaining to the school policies on safeguarding and wellbeing issues and submit these and policies to the full Governing Body for approval as relevant.
- The chair of the committee (not an employee of the school) will set the agenda and circulate it at least 7 days prior to the meeting.
- The meetings will be minuted by the Clerk to the Governing Body or a member of the office team and circulated within two weeks of the meeting.
- If the chair is absent during the meeting another member of the committee should chair the meeting.
- Copies of reviewed and dated policies will be stored on the office data base.
- The monitoring schedule will be developed and monitored by the committee.
- The Committee will ensure that the Finance and Resources Committee is appraised of any financial implications before implementing any decision which will impinge on the budget.
- Members of the Safeguarding and Wellbeing Committee will undertake relevant training a minimum of once a term
- The Committee will report on actions and decisions made to the full Governing Body.

SAFEGUARDING AND WELLBEING COMMITTEE POLICIES

- Accessibility plan
- Attendance
- Behaviour principles written statement
- Child protection and safeguarding
- Intimate Care
- Low-level concerns regarding staff
- Pupil premium strategy statement
- Relationships and behavior policy
- School exclusions
- Supporting pupils with medical conditions
- Touch policy and acceptable forms of touch/physical intervention
- Volunteering in school policy
- Wellbeing strategy

GOVERNING BODY

The Chairperson of Safeguarding and Wellbeing Committee will report on Strategic matters to the full Governing Body at each termly meeting.

The SEND Governor will join a SEND sub-committee along with the Chair of Curriculum and Data, the Chair of Safeguarding and Wellbeing and the Chair of Finance and Resources.

REVIEW

These terms of reference will be reviewed annually.

Date written: Autumn 2025

Review date: Autumn 2026

Advice given by Governors at this school is incidental to their professional expertise and is not given in their professional capacity.