

## **Safeguarding and PREVENT Terms of reference - Annex 2 of Safeguarding and PREVENT Policy**

**Name of group:** Safeguarding Panel

### **Role of the Safeguarding and PREVENT Panel**

- To provide assurance to the College Senior Management Team (SMT) and relevant authorities that City College is fulfilling its statutory responsibilities as outlined in the prevailing legislation around Safeguarding and PREVENT, including Keeping Children Safe in Education (KCSIE)
- To maintain strategic oversight across the College with respect to responsibility and accountability arrangements and ensure that these are effective and clearly communicated to all staff, students and stakeholders.
- To ensure that all relevant policies and procedures are regularly updated, implemented and monitored as needed.
- To ensure that the safeguarding workforce is trained and supported to provide services which are in line with the prevailing guidance and local needs. To receive updates and reports from the Safeguarding Operational Sub Group and provide advice and support as necessary, including in relation to escalation of any issues.
- To provide regular updates and reports to the College Senior Management Team (SMT) and, where appropriate, to the College Board.

### **Membership**

- Vice Principal for Curriculum and Quality (Chair)
- Governor with Board responsibility for Safeguarding
- Designated Safeguarding Lead
- Deputy Designated Safeguarding Lead

### **Accountability**

The Safeguarding Panel is accountable to the College's SMT.

### **Frequency of Panel meetings**

The Safeguarding Panel will meet once a term. Additional meetings may be called if required.

### **Format**

The DSL will co-ordinate meetings. An agenda will be shared with Panel members at least 48 hours before each meeting. Action notes will be shared after the meeting.

### **Dissemination**

The outcomes of the termly Safeguarding Panels will be reported and discussed at a Senior Management Team Meeting. Where appropriate, reports will be prepared and presented to the Board. The Safeguarding Panel will approve the Annual Safeguarding Report before its presentation to the Board.

## **Safeguarding and PREVENT Terms of reference - Annex 3 of Safeguarding and PREVENT Policy**

**Name of Group:** Safeguarding and PREVENT Operational Group

### **Role of group:**

- To ensure that City College actively promotes the safety and welfare of students and staff.
- To ensure appropriate action is being taken to protect and safeguard the welfare of students and adults at City College
- To monitor the number of safeguarding and PREVENT referrals
- To identify any specific themes and take appropriate action to address
- To review case studies and discuss lessons learnt
- The group will engage in regular training workshops delivered by the Southampton Safeguarding Children Partnership
- To ensure that relevant safeguarding information and updates are shared and communicated within the group and the wider college including teachers and support staff.
- To provide regular reports and updates to the Safeguarding Panel and SMT

### **Membership**

- DSL (Chair)
- Deputy DSL (Deputy Chair)
- Student Support teams including Pastoral, Futures and LRC
- Representatives from Curriculum Areas
- Representatives from Admissions
- Other members invited as appropriate

### **Accountability**

The Safeguarding Operational Group is accountable to the Safeguarding Panel.

### **Frequency of Sub group meetings**

- Every half-term

### **Format**

- DSL or Deputy DSL will chair Safeguarding Operational Sub-group meetings. An agenda will be set and minutes taken and shared with actions.

### **Dissemination**

- DSL will update the Safeguarding Panel. The DSL will also update SMT after each meeting.

**Date:** August 2020