



St Hugh's School

**Governing Body Collective Responsibilities for
Safeguarding and Child Protection**

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- ◆ The governing body is responsible for completing the LA Safeguarding and Child Protection Audit each year.
- ◆ The school has a child protection policy and procedures in place that are in accordance with LSCB guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- ◆ The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Disclosure and Barring Service check. All records obtained during the selection process are copied to H.R. Service. The school maintain personnel records with a safeguarding checklist on each file. Safe recruitment practice means scrutinising applicants, verifying identity and any academic or vocational qualifications, obtaining professional and character references, checking previous employment history and that a candidate has the health and physical capacity for the job, at a face to face interview. Prior to appointment a medical check will have been undertaken.
- ◆ The school has procedures for dealing with allegations of abuse and neglect against members of staff and volunteers that comply with guidance from the LSCB and locally agreed inter-agency procedures.
- ◆ The school has a designated safeguarding lead who is a member of the school's leadership team who is responsible for dealing with child protection issues, providing advice and support to other staff, liaising with the LA, and working with other agencies. The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate directing other staff. NB in many schools a single designated senior lead will be sufficient, but a deputy should be available to act in the designated person's absence. In large establishments, or those with a large number of child protection concerns, it may be necessary to have a number of deputies to deal with the workload.
- ◆ In addition to basic child protection awareness training, the designated person undertakes training in inter-agency working that is provided by, or to standards agreed by, the LSCB, and refresher training at 2 yearly intervals to keep his/her knowledge and skills up to date.
- ◆ The headteacher, and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals and regular updates in the interim period. Temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities.
- ◆ The governing body remedies any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention without delay.
- ◆ A member of the governing body (usually the chair) is nominated to be responsible for liaising with the Designated Senior Officer and /or the Local Authority Designated Officer (LADO) and/or partner agencies, as appropriate in the event of allegations of abuse being made against the head teacher. Child protection is a collective responsibility for the governing body. The key role of a nominated governor is limited to acting for the school if an allegation is made against the head teacher. Ideally that person should be the chair of governors.
- ◆ The designated officer for Education is Peter Thorpe who can be contacted on 01724 296797.

- ◆ The Local Authority Designated Officer (LADO) is Nikki Alcock and can be contacted on 01724 298293 (names correct at time of publication)
- ◆ The governing body reviews its policies and procedures annually (minuted) and provides information to the LA about them and about how the above duties have been discharged via the LSCB schools safeguarding audit.

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