

## **St Joseph's College Edmund Rice Academy Trust Pupil Support Committee Terms of Reference**

### **Purpose Statement**

To review and evaluate how the college minimises the risk of harm to our students, staff and visitors. To oversee concerns addressed about the welfare of our students and staff. To oversee the identification and response to students who may be suffering or have suffered or are at risk of suffering significant harm. To oversee and evaluate the provision for students' moral education and responsibilities within the wider community. To promote Safeguarding to all users of the college and to promote good practice in relation to providing an excellent educational experience to our young and vulnerable adults, proactively preventing abuse and increasing understanding.

### **Membership**

The membership of the Pupil Support Committee will be agreed at the Full Governing Body meeting in line with all other sub-committees.

### **Role of Chair**

- The Chair will be appointed by the Committee annually at the first meeting of the new School year.
- The Chair will direct and control the meetings
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings as necessary. To provide a report of the committee's actions to the Governing Body as required.
- To ensure accurate minutes are taken at each meeting.

### **Quorum**

The Pupil Support Committee will be viewed as quorate with 3 voting Governors in attendance.

### **Meetings**

The Pupil Support Committee will meet at least once per term.

### **Review**

These Terms of Reference will be reviewed annually at the first committee meeting of the new school year and agreed by the Full Governing Body.

### **Terms of Reference**

- To oversee the College's portfolio of Safeguarding Policies and ensure such is widely accessible and promoted to all new starters as part of the induction process.
- To review and monitor safeguarding across the college, all curriculum areas, activities, qualifications and student experience.
- To contribute to the development of the school improvement plan and Self-Evaluation Form (SEF).
- To keep informed of and implement best practice, training and communication.
- Promote inter agency training for staff and governors in identifying and responding to incidents of abuse.
- To respond to safeguarding issues and consider strategic responses including Pupil Premium and operational needs.

- To audit the college’s DBS records, Child Protection training records and Single Central Record on an annual basis.
- To oversee the college’s safeguarding procedures for all residential visits.
- To review the Annual Safeguarding Audit as provided by the LA.
- To liaise with the Premises and Safety committee with regard to:
  - Health and Safety
  - Accessibility plan
  - DDA compliance
- Monitor and review safeguarding related policies and any other policies relevant to the Pupil Support Committee as detailed in the Governors’ Annual Plan and ensure they are reviewed in a timely manner.

**Reviewed: October 2016**

**Signed by Chair of the Pupil Support Committee: .....Date.....**

**Signed by Chair of Governors: .....Date.....**