



Terms of Reference – Safeguarding and Well-being Committee

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1. Constitution

- The Day One Trust Board of Directors has resolved to establish a Safeguarding and Wellbeing Committee to enable it to fulfil its statutory duty to ensure that all legal responsibilities in connection with safeguarding are discharged, and to ensure the wellbeing of students in its care.
- The Committee will be chaired and led by the Day One Trust's designated Safeguarding Trustee.
- The Committee will advise the Board on matters relating to the Trust's safeguarding duties and to oversee the implementation of its safeguarding policy in its academies.
- The Committee will advise the Board on matters relating to the well-being of students at each academy.
- The Committee relies on the knowledge and experience of the [Lead Safeguarding Governors](#) (appointed by the Governing Bodies of the academies within the Trust) in order to fulfil safeguarding duties at the local academy level. Those lead safeguarding governors will be members of the committee.
- The Committee is responsible to the Trust Board but will work in close liaison with the Local Governing Bodies of each academy.
- The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

2. Remit and Responsibilities of the Committee

- The Day One Trust Board retains statutory responsibility for ensuring that all legal responsibilities in connection with Safeguarding are discharged. The Board will designate a Safeguarding Trustee to lead this work, who will be the chair of this Committee.
- The Board responsibility is then invested in the Safeguarding and Wellbeing Committee
- Lead Safeguarding Governors (one for each academy) - guide, support and audit the academies, reporting to the Safeguarding and Wellbeing Committee, which they will be members of.
- The Committee will scrutinise and challenge the safeguarding practice in both schools, including the work of the leadership team, the DSL and the lead safeguarding governor. The findings of this scrutiny and any actions arising will be shared with the Trust Board (by the chair) and with the relevant local governing body (by the lead safeguarding governor). Reports on safeguarding in each school received by the committee will be shared in the same way.
- Operational responsibility for Safeguarding (other than safer recruitment) is then delegated to the academies' Principals to ensure that Safeguarding policies and procedures are compliant with local authority guidance and locally agreed inter-agency procedures as well as the central DOT Safeguarding policy.
- The Principals are supported in this by their Senior Leadership Teams, particularly the Designated Safeguarding Lead Officers at each academy.
- The committee is also responsible for ensuring that the Trust's statutory responsibility for the pastoral elements of **vulnerable groups SEND** are effective, and that the wellbeing of **all** students is considered in ~~all~~ decision-making.

3. Membership and attendance

- Day One Trust Safeguarding Trustee - who will chair the committee
- Lead Safeguarding Governors appointed by the Governing Bodies of the academies.
- The key member(s) of the school senior leadership team (DSLO) will attend.
- Principals of the academies are welcome to attend and will always be involved when the Committee is defining Trust wide approaches.
- Co-opted members as appropriate.

4. Proceedings

- The Safeguarding Trustee, the Lead Safeguarding Governors and the Designated Safeguarding Leads for each school will meet each term and no less than once a

year to review the efficacy of the implementation of principles and processes outlined in the Day One Trust's Safeguarding policy.

- Audit work is completed in the lead-in to these meetings and this may be carried out on behalf of Day One Trust by an external team.
- Additional meetings of the Committee will occur during the course of a typical year if required as part of managing specific cases
- Agendas will be drawn up by the Chair of the Committee in conjunction with the clerk.
- Meetings shall be convened by the clerk, who shall send to the Committee members written notice of the meeting and a copy of the agenda and supporting papers at least 7 days in advance of the meeting.
- The Committee will be quorate if 3 members are present.
- A Committee member may participate in meetings by telephone or video conference if he/she has given reasonable notice to the clerk and if suitable equipment is available.
- Minutes will be presented to the following Board meeting once they have been approved by the Chair of the Committee.
- The Committee shall review these terms of reference annually and recommend any changes to the Trust Board.