



HYCPSP

Safeguarding Education Sub Group

TERMS OF REFERENCE

1. Purpose

To ensure that all children and young people, aged between 0 and 19 within any educational provision, including universal childcare, remain safe.

The group will ensure engagement with providers' designated safeguarding leads and support the quality assurance of training, embedding of effective practice and intelligence reporting on emerging themes and trends within all education provisions.

2. Membership

This group will be chaired by the Headteacher of the Virtual School and Safeguarding Lead, Halton Borough Council.

The Deputy Chair will be the Safeguarding in Education (SCIE) Officer who will fulfil the role of the Chair in the Chair's absence.

Membership will include representatives from:

- HBC, Education Officers, including Early Years and Post 16
- Early Years education sector
- School/Academy Safeguarding Leads
- Halton Association of Primary School Heads (HAPH) and Halton Association of Secondary Heads (HASH)
- Independent Schools
- Special Schools
- Riverside/Cronton Colleges
- Alternative Training Providers

Other representatives may be co-opted as required.

3. Key Responsibilities

- Ensuring that all education provisions for children and young people aged 0-19 and the education related services that support children outside of these settings, have suitable and effective policies and procedures in place to safeguard a child's wellbeing.
- Ensuring that Halton's safeguarding policies and practices are effectively communicated and understood by education providers and professionals. This will include ensuring that the Pan-Cheshire tri.x Safeguarding policies and procedures are maintained.
- Taking forward practices set out by the Halton Children and Young People Safeguarding Partnership (HCYPSP) at LA local level and ensuring that they are being effectively implemented in all relevant settings.
- Promoting National policies and cross agency child protection issues to promote awareness for all education providers and professionals.
- Working co-operatively with other agencies to establish and carry forward effective practice and identifying areas of commonality to ensure the most effective use of resources where possible.
- To quality assure single agency training made available to education providers and provide advice as appropriate. To keep a central record of single agency training undertaken by education providers.
- To use the feedback from the Multi-agency Safeguarding Unit audits (under Sections 175 and 157 of the Education Act 2002) to identify areas of learning and development and to target provision for support and challenge as appropriate.
- To ensure that education providers and professionals are up to date with any changes, both within national legislation and local operational practice, within safeguarding.
- Acting as a conduit to education providers and professionals, and the HCYPSP by undertaking work requested by the Contextual Safeguarding Strategic Group (CSSG) and/or Contextual Safeguarding Operational Group (CSOG) relating to safeguarding issues and reporting back progress made and any barriers encountered.
- Implementing our duty under sections 175 and 157 of the Education Act 2002 - 'Duties of LAs and Governing Bodies in relation to welfare of children' by ensuring arrangements are in place to safeguard and promote the welfare of children in educational provisions and using these duties as a bench mark for all providers of education for children which are not covered by the Act.

5. Frequency of Meetings

Every three months - agendas and supporting papers will be circulated 5 days before the meeting.

6. Attendance/Substitutes

All members should endeavour to attend all meetings, apologies should be sent to the Chair no later than 48 hours prior to the meeting.

Each main representative will have a named alternative whose name is recorded by the Sub Group. These named alternatives should attend the Subgroup meeting when the main representative has sent apologies or cannot attend. The main representative should inform the Chair that the named alternative will be attending the Sub Group meeting.

Named alternates from each organisation who attend the meetings in place of the main representative when necessary, should be kept appropriately briefed and carry suitable authority to participate in the business of the meeting, including making decisions.

All members will prepare for meetings by reading through the agenda and supporting papers and preparing written reports as appropriate. Members of the Sub Group will be responsible for ensuring:

- Their own agencies/providers are informed of, and fully involved in, the work of the Sub Group;
- Information is disseminated within their own provision/agency/department/team and other partners as relevant;
- Active participation in the agenda and discussions, bringing issues to and from their own area of responsibility;
- They liaise and work with senior managers in their own provision/agency/areas of responsibility to ensure ownership of the Sub Group agenda
- Actions are undertaken as agreed by the appropriate meeting date;
- If a member cannot attend, their representative will provide an update on their actions.

Accountability

This group will report to the SSG and/or CSSG, the Deputy Chair will attend the CSSG and/or CSOG when required.

Month/Year Approved: June 2020