

## Safeguarding Governor Model Role Description

2019





## National Governance Association

The National Governance Association (NGA) is the leading membership organisation for governors, trustees and clerks in state-funded schools, academies and free schools in England.

We are an independent charity that aims to improve the educational standards and wellbeing of young people by increasing the effectiveness of governing boards and promoting high standards. We do this by providing information; guidance and advice; undertaking research; delivering face-to-face training, e-learning and consultancy; and holding national conferences and regional events. We ensure the views of governors are represented at the national level and work closely with, and lobby, UK government and educational bodies.

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## Safeguarding Governor/Trustee Role Description

There is no established role description for a safeguarding governor / trustee and the statutory guidance does not outline the responsibilities of this governor. As such, governing boards do have discretion over which functions they will delegate to an individual governor. However, it is important to remember the full governing board will remain the accountable body.

The role description we have produced is only an example model, and should be significantly tailored to the needs of the school or trust.

### Role and duties of the safeguarding governor

1. Ensure that the school/trust is compliant with safeguarding policies, procedures and the law
  - Ensure that a senior member of staff is appointed as the designated safeguarding lead (DSL) and that this role is incorporated into their job description.
  - Ensure that a senior member of staff is appointed as the designated teacher for looked after children (to be responsible for the educational achievement for children in care).
  - Ensure that inter-agency procedures are being followed where necessary.
  - Liaise with the DSL and designated teacher regarding safeguarding matter in the school and local area.
  - Ensure that appropriate arrangements are in place for the functions of the DSL to be carried out in their absence.
  - Ensure that a system is in place and working effectively to ensure that the school's "Single Central Record" is administered correctly, is up-to-date and compliant with the requirements of statutory guidance "Keeping Children Safe in Education".
  
2. Lead on the governance of safeguarding
  - Liaise with the headteacher and/or DSL and designated teacher to ensure that safeguarding principles are embedded throughout the school and curriculum.
  - Review the annual safeguarding audit and providing a summary report to the full governing body or relevant committee.
  - Annually review the school's recruitment processes and make recommendations for approval by the governing board.
  - Annually review the school's safeguarding policy including child protection and staff behaviour policies; those relating to procedures for allegations against staff members; and those relating to peer-on-peer abuse and make recommendations for approval by the governing board.
  - Monitor progress and actions against the safeguarding audit.
  - Ensure pupils understand the safeguarding measures in place and are provided with a means for their voices to be heard and acknowledged.



### 3. Ensure that the school/trusts safeguarding training regime is robust

- Ensure the DSL receives formal safeguarding training every two years:
  - The local authority should be able to either provide training or details of training providers. The NSPCC also has an online child protection course.
- Ensure that the designated teacher for looked after children receives appropriate and regular training at least once every two years:
  - Again, the local authority should be able to provide details of available training.
- Ensure all school staff receive formal safeguarding and child protection training on induction.
- Ensure all school staff, including DSL and designated teacher, receives regular, updated safeguarding and child protection updates on annual basis.
- Ensure all governors receive regular, up-to-date safeguarding training - they could be invited to staff training sessions, for example.
- Ensure that at least one member of an interview panel has undertaken safer recruitment training.

### 4. Additional responsibilities in a MAT:

- Ensure that a senior member of trust staff is appointed as the trust wide designated safeguarding lead and that this role is incorporated into their job description.
- Ensure that the child protection policy is understood across the layers of governance and by all stakeholders:
  - The Child Protection Policy should be ratified at local governing body level, should the trust have them.
- Ensure the trustees and local governors are trained sufficiently, and regularly:
  - The Safeguarding Trustee should act as a co-ordinator for those governing at a local level.
- Meet with nominated safeguarding local governors and disseminate best practice.
- Oversee the Trust's Single Central Record, and ensure the proper procedures are in place for it to be administered correctly.

This model description is not exhaustive and individual governing boards should consider adapting this to suit the processes, procedures and circumstance of their school or trust.